

**UWG POLICY NUMBER: 1.2**

**UWG POLICY NAME: Policy and Procedures**

**POLICY:**

The University will establish policies and procedures that implement the mission of the University consistent with applicable laws, Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC"), and the Board of Regents of the University System of Georgia's ("BOR") policies.

**CONTEXT:**

This policy applies to:

- All UWG employees, students, and third parties doing business with the University of West Georgia.


The President of each institution is designated the executive head of the institution through Georgia law and Board of Regents policy. See, O.C.G.A. § 20-3-51 and *BOR Policy Manual*, Section 2.5.1. Presidents are authorized to develop the organizational structure required to effectively manage their institution. The University of West Georgia has established an organizational structure in the Statutes and the Organizational Policies and Procedures of the University of West Georgia that sets forth the shared governance for the University. That structure was recommended by the Faculty Senate to the General Faculty on October 21, 1996, and subsequently approved by the President.

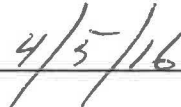
The *Institutional Policies and Procedures*, separate and distinct from the *Organizational Policies and Procedures*, implement the mission of the University in a manner that is consistent with applicable laws, SACSCOC, and Board of Regents policies by establishing ***standard operating procedures*** as follows:

- The University of West Georgia will prescribe a format for Institutional Policies and Procedures.
- The President authorizes certain individuals at the University to establish, review, and/or approve Procedures that shall have the same force and effect as the enabling policy.
- Policy will be designated by the number system of "UWG-Number" and Procedures will clearly be marked as "Procedures."
- "Guidelines," "Toolkits," or "Handbooks" may be created by Departments and Units for purposes of compiling, clarifying, and supporting published Policies and Procedures, but the Policies and Procedures (including Institutional and Organizational) supersede any conflicting language in Guidelines or Handbooks. The use of any other name (i.e., "standard," "protocol," etc.) will be considered subordinate to any Policy or Procedure that addresses the subject matter therein.

*The University General Counsel is authorized to establish procedures for compliance with this Policy.*

**SIGNATURE OF THE PRESIDENT**

  
\_\_\_\_\_  
University President

  
\_\_\_\_\_  
Date

Reviewed by University General Counsel: 

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**ADMINISTRATION & ADDITIONAL RESOURCES**

**Short Title:** "Policies and Procedures"

**Previous Versions:** N/A

**Oversight:** University General Counsel

**Additional Resources:**

- Board of Regents Policies - <http://www.usg.edu/policies/>
- O.C.G.A. § 20-3-51 ("Regents to govern system")
- BOR Policy 2.5.1 ("Executive Head of Institution")
- BOR Policy 2.7 ("Organization Structure and Changes")

**Associated Procedures:**

- Formatting Policies and Procedures