

University of Florida
Division of Student Affairs
Office of Vice President

Vice President for Student Affairs Policies: Operational Matters

Policy: 1.001 Policy on Policies

Summary:

This policy establishes the Division of Student Affairs' processes for creating, reviewing, amending, rescinding, and maintaining Divisional and Unit policies.

Policy:

- 1) Definitions
 - a) Divisional Policies
 - i) Divisional Policies are policies adopted under the authority of the Vice President for Student Affairs which impact the entire Division of Student Affairs [Division].
 - b) Divisional Units [Units]
 - i) Any unit or office listed on the Division's Organizational Chart.
 - c) Unit Policy/Policies
 - i) Unit Policies are policies adopted by a Unit under the authority of the Unit's director and the Assistant Vice President to whom the Unit reports.
 - d) Unit Procedures or Practices
 - i) Units Procedures or Practices are internal protocols designed to facilitate the Units' day-to-day business.
- 2) Divisional Policies
 - a) Creating Policies
 - i) The Vice President for Student Affairs (Vice President) or designee drafts new Divisional Policies in consultation with the Division's Executive Team.
 - (1) Divisional Policies are created using the attached template. [Attachment 1]
 - ii) The Vice President approves Divisional Policies via signature.
 - iii) Once approved, Divisional Policies are posted on the Division's policy website.
 - iv) Notice of new Divisional Policies are disseminated throughout the Division.
 - b) Scope of Policies
 - i) Divisional Policies are limited in scope to Division-wide operations or student affairs-specific issues, such as the Division's interactions with or services provided to University of Florida [University] students.
 - ii) Divisional Policies may supplement, but must not conflict with, any official University regulations, policies, procedures, or any other formal directives which apply to the entire University.
 - c) Review Period
 - i) The Vice President or designee shall review all Divisional Policies at least once every three years.
 - d) Amending Policies

- i) The Vice President may amend, by signature, Divisional Policies at any time, but Divisional Policies must be amended if a change in Federal or Florida law or University regulation or policy requires such amendments.
- e) Rescinding Policies
 - i) The Vice President can rescind Divisional Policies by notifying the Division that a policy has been rescinded.
- f) Notation of Action and Maintenance of Historical Policies
 - i) The date of any action taken upon a Divisional Policy, including review, amendment, and rescission, shall be listed in the Revision/Review Dates within the policy.
 - ii) The Division will maintain on its policy website historical versions of all rescinded or amended policies.
- 3) Unit Policies
 - a) Creating Policies
 - i) Unit Directors and the Assistant Vice President to whom the Unit reports are authorized to approve Unit Policies and may establish processes through which the Unit can create, review, amend, and rescind Unit Policies.
 - b) Scope
 - i) Unit Policies shall be limited in scope to the operations of the specific Unit or to student affairs-specific issues that do not impact units or individuals outside of the Unit.
 - ii) Unit Policies must be created when a Unit establishes processes that substantially or directly impact the rights of, services available to, or duties required by any faculty, staff, or student directly served by that Unit.
 - iii) Unit Policies may supplement, but must not conflict with, any official University regulations, policies, procedures, or any other formal directives which apply to the entire University.
 - (1) Unit Policies may supplement, but not conflict with, any Divisional Policies.
 - c) Submission of Approved Unit Policies to Vice President's Office
 - i) Units must submit new Unit Policies to the Vice President's Office within 10 business days of their approval.
 - ii) Upon submission, the Vice President or designee will review the approved policies as soon as practicable.
 - (1) The Vice President reserves the right to require amendments to submitted policies when, in the opinion of the Vice President:
 - (a) The policies are not in accordance with federal or state law;
 - (b) The policies are not in accordance with University or Division regulation or policy; or
 - (c) The policies are not in accordance with the Division's mission, vision, or purpose.
 - iii) The Vice President's Office will maintain copies of the approved Unit Policies.
 - d) Unit policies shall be posted on the Unit's website.
 - e) Units may amend their policies at any time with the approval of the Unit Director and the Assistant Vice President to whom the Unit reports.
 - i) Within 10 business days of its approval, Units must submit their approved amended Unit Policy to the Vice President.

- f) Units must maintain copies of their historical policies in a centralized and accessible location.
- 4) Unit Procedures or Practices
 - a) Unit Directors may adopt internal Unit Procedures or Practices through any process they develop.
 - b) Internal Unit Procedures or Practices do not need to be submitted to the Vice President.
 - c) Internal Unit Procedures or Practices do not need to be posted on the Unit's website.

Approved by: Al'Andra Mull

Approved Date:	February 10, 2021
Revision/Review Dates:	