

UNIVERSITY POLICY DEVELOPMENT COMMITTEE PRESENTATION

Topic: Draft Regulation on Formatting,
Adopting, and Publishing Policies,
Regulations and Rules at East Carolina
University

BACKGROUND

- ◉ Management letter from the Auditor
- ◉ Board of Trustees directive to establish a comprehensive policy infrastructure to manage the institution.
- ◉ January 2008, Chancellor Ballard charged the University Policy Development Committee to recommend a draft of a consistent procedure for developing policies, regulations, and rules.
- ◉ Goal is to increase transparency and reduce institutional risk.

MODEL

- ⦿ After a review of best practices, the University Policy Development Committee selected the North Carolina State University model as a framework for the ECU model.
- ⦿ [NCSU Policies, Regulations and Rules Manual](#)
- ⦿ Policies, Regulations and Rules (PRRs) Representatives

DRAFT REGULATION

- Section 1 Purpose
- Section 2 Definitions and Sources of Authority
- Section 3 Adoption
- Section 4 Content, Format & Publication
- Section 5 Delegation of Authority for Regulations
- Section 6 Delegation of Authority for Rules
- Section 7 Effective Date

SECTION 1

- ◎ Authority to establish policies and regulations for the efficient and orderly administration of the institution delegated to the Board of Trustees and the Chancellor.
- ◎ This regulation addresses sources of authority and adoption/publication procedures.

SECTION 2 KEY POINTS

- ◎ Policies, Regulations and Rules (PRRs)
- ◎ Policies - Board of Trustees
 - Sample Policy
- ◎ Regulations - Chancellor or designee
 - Sample Regulation
 - *The Code* of UNC language, Section 2.2.4

SECTION 2 CONTINUED

- ◎ Rules - (a)an academic or administrative unit pursuant to authority mandated by and ECU policy or regulation; or (b) adopted by an executive officer or designee pursuant to delegated authority
 - Sample Rule
- ◎ Standard Operating Practices are not subject to the regulation.

SECTION 3 KEY POINTS

- ◉ Recommendations for new PRRs or changes to existing PRRs (3.1); *The Code* of UNC language
- ◉ Mandated by federal/state law; BOG or GA (3.2) and non-mandated, within the general nature of the Chancellor's delegated responsibility to administer the institution (3.3)
- ◉ Procedure for the adoption(3.3 & 3.5); [flowchart](#)

SECTION 3 CONTINUED

- ◎ *The Code* of UNC language (3.3 and 3.5.5)
- ◎ The Chancellor may take any action, including but not limited to: table, adopt, not adopt, or adopt with revisions and may use any advisory process deemed helpful.

SECTION 4 KEY POINTS

- ◎ Basic formatting guidelines (4.2);
supplemented by another document.
- ◎ Publication (4.3)
 - East Carolina University Policy Manual - official website.
 - Single site to facilitate the location of PRRs; the site will provide for a uniform format and reference system to make PRRs easier to read for users.
 - Role of the University Attorney's Office
 - Impact on electronic reproduction and any published materials

SECTIONS 5, 6 & 7

- ◎ Section 5 - Chancellor delegates authority for regulations to executive officers.
- ◎ Section 6 - Delegation of authority for rules (delegation may also be pursuant to authority mandated by an ECU policy or regulation).
- ◎ Section 7 - Effective Dates of PRRs

PROCESS

- ◉ September 17th - the final presentation
- ◉ September 18th - subcommittee reviews feedback from the various presentations and the online form
- ◉ September 22nd - University Policy Development Committee meeting
- ◉ October 1st - submit a recommendation to the Chancellor by this date