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.
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
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
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
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)
  - 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
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