



1. PURPOSE

Below is the process that has been developed to facilitate the adoption and updating of University policies in a timely and orderly fashion. The process below is a general guide, and some policy development may follow an extended, or abbreviated, development process.

- 1.1. The Office of General Counsel assists University officials in the development and modification of University policies. Official University policies must be approved by the President or the Board of Trustees of the University, unless explicit permission to approve a policy has been delegated to another person.
- 1.2. A University policy is a policy that affects or applies to the personnel or operations of more than one operating group or department. For example, the University’s withdrawal policy affects the operations of the University’s academic programs, as well as the operations of the Registrar’s Office, the Business Office, and, for many students, the Office of Financial Aid.

2. POLICY DEVELOPMENT PROCESS

2.1. Step 1: Project Initiation.

University officials are frequently better able to evaluate when it would be appropriate for the University to adopt or modify a policy directly relating to the University official’s areas of responsibility. A University official (“Responsible Executive”) who believes that a policy should be adopted or modified may initiate the development and evaluation process by contacting the Vice President and General Counsel, hlachenauer@udallas.edu, (972) 721-5363, who will be able to provide the Responsible Executive with the current template being used for University policies, as well as guidance throughout the development and review process.

2.2. Step 2: Identification of Relevant Constituents.

The Responsible Executive and the General Counsel will coordinate to identify other University officials, bodies, or committees that are likely to have a direct interest in the development of the policy in question (“relevant constituents”).

2.3. Step 3: Policy Drafting.

The Responsible Executive and the General Counsel, along with relevant constituents, as appropriate, will investigate current University policy and practice relevant to development of the policy and, with the benefits of that information, draft the policy for review by other University officials and approval by the President or Board of Trustees.

2.4. **Step 4: Informal Review and Editing of Draft Policy.**

Depending on the nature of the policy or the proposed amendments, the Responsible Executive and the General Counsel may seek to involve additional relevant constituents in the review and editing process.

2.5. **Step 5: Submission for General Counsel Review.**

When the Responsible Executive and all relevant constituents have completed the drafting and reviewing process, the General Counsel may suggest or make additional changes to the proposed policy and review for final approval.

2.6. **Step 6: Submission for Review by President and/or Board of Trustees.**

Once the General Counsel has finished reviewing the draft policy, the policy is generally provided to the President and/or the Board of Trustees to review.

In some cases, the policy may be submitted to additional segments of the University community prior to final review by the President or Board of Trustees. For instance, the policy might be submitted to the University Council, the Faculty Senate, or a similar body or committee.

2.7. **Step 7: Issuance of Approved Policy.**

Once a University policy has been approved by the President or Board of Trustees, it is generally posted to the [University Policy Repository](#). The Responsible Executive and the General Counsel assist to disseminate the policy to the relevant portions of the University community, coordinate the updating of University webpages, publications, or similar sources of information, and, as needed, provide training to the relevant segments of the University community regarding the policy.

3. DEFINITIONS

- 3.1. **“Board of Trustees”** or **“Board”** means the Board of Trustees of the University of Dallas.
- 3.2. **“Checklist”** means one or more statements dictating how to accomplish a task (i.e., steps). These steps are applicable to a specific circumstance and written in simple language with brief or no amplifying text. Flowcharts are sometimes used as a method for conveying similar information.
- 3.3. **“Guidelines”** contain information about how to accomplish a task or reach a specified goal. They are provided as suggestions; in other words, they are not mandatory, but a good idea. They may also contain an element of “best practice.” Alternate actions might be available and might work, but what is being provided has proved to be the fastest, least costly, etc. More explanatory text is usually provided.
- 3.4. **“Responsible Executive”** means the University employee who initiates the development and evaluation process in this Policy by contacting the University General Counsel.
- 3.5. **“Internal policy”** means a policy that applies to personnel and operations subject to one operating group or department, provided that the policy is consistent with University policies and other superseding policies.

- 3.6. **“Policy”** means a statement that reflects the philosophies, attitudes, or values of an organization related to a specific issue. Checklists, procedures, standards, and guidelines all must implement, reflect, and support the applicable policy or policies.
- 3.7. **“President”** means the President of the University of Dallas.
- 3.8. **“Procedure”** means one or more sentences describing how to accomplish a task or reach a goal (i.e., directive statements). The specific actions generally should be followed as they are outlined. More explanatory text is usually involved.
- 3.9. **“Relevant constituencies”** means University officials, bodies, or committees that are likely to have a direct interest in the development of a specific policy being considered for development or revision.
- 3.10. **“Standards”** are statements dictating the state of affairs or action in particular circumstances. They typically establish a rule from a recognized authority outside the University.
- 3.11. **“University”** and **“the University”** mean the University of Dallas.
- 3.12. **“University policy”** means a policy that affects or applies to the personnel or operations of more than one operating group or department of the University.

4. RESPONSIBILITIES

Responsible Party	List of Responsibilities
President	1. Monitor compliance with this Policy.
Office of General Counsel	1. Coordinate development and revision of policies.

5. PROCEDURES

Task	Procedure
Formation of development or revision team	<ol style="list-style-type: none"> 1. The Responsible Executive contacts the General Counsel about development or revision of a policy. 2. The Responsible Executive and General Counsel identify the relevant constituencies.
Development or revision of policy	<ol style="list-style-type: none"> 1. The Responsible Executive, the General Counsel, and relevant constituencies, as appropriate, draft the policy or revision to the policy.
Final review and decision	<ol style="list-style-type: none"> 1. The Responsible Executive submits the draft policy or policy revision to the General Counsel. 2. If approved by the General Counsel, the draft policy or policy revision is submitted to the President or Board, as applicable. 3. The President or Board decides whether or not to adopt the policy or revision.

6. POLICY ENFORCEMENT

Enforcement	The Office of General Counsel or Office of the President will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy.
Reporting Violations	Report suspected violations of this Policy to the Office of the President or the Office of General Counsel.

7. RELATED DOCUMENTS

Policy or Document	Web Address
Articles of Incorporation and Bylaws	https://udallas.edu/about/university-policies/index.php
Policy GBP – Delegation of Authority to President	https://udallas.edu/about/university-policies/index.php

8. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Office of General Counsel	(972) 721-5363	hlachenauer@udallas.edu
Policy Development Process	Office of the General Counsel	(972) 721-5363	hlachenauer@udallas.edu
Web Address for this Policy		https://udallas.edu/about/university-policies/index.php	