

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