Policy on Policies

Date: 11/13/2002  Status: Final

Policy ID  GOV-001
Contact Office  Vice President & Chief Financial Officer
Oversight Executive  Vice President & Chief Financial Officer
Applies to  University of Virginia faculty, staff or students with policy issuance responsibilities
Reason for Policy  To establish the rules of policy creation at the University of Virginia.

Academic policy related to the conferring of degrees will be developed, revised, approved and retired by the faculty, in accord with the authority granted to it by the Board of Visitors. This body of policy is exempt from the provisions of this Policy on Policies. Academic management policy is subsumed in Presidential policy described below.

Presidential policy will be developed, revised, approved and retired at the discretion of the President in accord with the authority granted to him or her by the Board of Visitors. The President retains authority for approval of general academic management policy that affects more than one school, but may at his or her discretion delegate specific policy-approval authority to the Vice President/Provost, the General Faculty body, or other University persons or organizations.

University administrative policy will be developed, revised, approved and retired under the direction of the President by the University officer designated by the Board of Visitors as the Executive Vice President/Chief Operating Officer. University administrative policy includes both general administrative policy and area-specific policy.

The President and the Executive Vice President/Chief Operating Officer (EVP/COO) may seek advice on new or revised general policy from the Policy Review Committee. The Committee sets a standard process for the development of general policy (see process outline) that will come before the President or the EVP/COO for approval. Both routinely delegate approval of procedures to implement general policy to the responsible vice president or equivalent University officer.

The President and the Executive Vice President/Chief Operating Officer routinely delegate responsibility for development, revision,
approval and retirement of area-specific administrative policy to individual vice presidents or equivalent University officers or deans for the management of their own areas. These policies may be more restrictive than general policy, but may not be less restrictive.

The President routinely delegates responsibility for development, revision, approval and retirement of school-specific academic management policy through the Vice President and Provost to the dean of the individual school. The dean obtains approval for such policy from the Vice President and Provost. The Executive Vice President/Chief Operating Officer designates the chair and membership of a Policy Review Committee and assigns to the chair the responsibility to determine the category (i.e., general, area-specific, administrative, academic management) and the appropriate review process for each proposed policy.

**Definition of Terms in Statement**

*Policy* is a system of principles that guide the management of the University's affairs. University leaders set policy by selecting courses of action from alternatives in a context of well-understood goals and of appropriate strategies that will be effective in pursuing those goals. They record their selections in policy statements that communicate to the University community how its members can comply with policy.

*Board policy* is policy established by the Rector and Visitors of the University as provided in the *Code of Virginia* (Va. Code Ann. sections 23-9.2:3 and 23-62, et seq 2001) and Section 2.4 of the *Manual of the Board of Visitors*.

*Presidential policy* is policy established under the authority of the President as defined in the Section 4.2 of the *Manual of the Board of Visitors*. It excludes academic policy related to the conferring of degrees, but includes academic management policy.

*University administrative policy* is policy established under the authority of the Executive Vice President/Chief Operating Officer. Administrative policy covers non-academic support issues. It includes both general administrative policy and area-specific administrative policy (see below).

*General academic management policy* is policy established under the President's authority that significantly affects activities under the authority of two or more schools.

*General administrative policy* is policy established under the President's or the EVP/COO's authority that significantly affects activities under the authority of two or more vice presidents or equivalent University officers, except as noted in the paragraph below.

*Area-specific administrative policy* is policy established under the President's or the EVP/COO's authority that does not apply institution-wide, but significantly affects activities under the authority of only one vice president, equivalent University officer, or the chair of the Faculty Senate. **Exception** When a policy significantly affects only activities under the joint authority of the Vice President/Dean of the School of Medicine and the Chief Executive Officer/Vice President of the Medical Center, it will be classified as an area-specific policy.

*School-specific academic management policy* is policy established under the President's authority, typically delegated through the Vice President and Provost to the dean of the individual school, that involves the activities of only one school. The dean obtains approval for such policy from the Vice President and Provost.

**Procedures**
The current version of the development and approval process for general policy is available at [http://www.virginia.edu/uvapolicies/stepbystep.html](http://www.virginia.edu/uvapolicies/stepbystep.html).