hsc Policies of the University of North Texas Health Science Center at Fort Worth	**Chapter 1** **Institutional Governance**
1.101 Policy on Policies	

Policy Statement and Purpose.
It is the policy of the University of North Texas Health Science Center (HSC) to ensure all new and revised policies are formatted, processed and recorded properly in compliance with UNT System Rules of the Board of Regents (Regents Rules) and System Regulations.

Application of Policy.
All HSC Faculty and Staff

Definitions

Policy and Responsibilities

Policy Inception.
Before starting the process, a policy owner should determine who should be involved in drafting and reviewing the proposed policy or changes to the existing policy. The policy owner must articulate and document:

- Why a new policy is necessary;
- If a similar or related policy already exists, and
- Whether the requested content should be included as an update or amendment to an existing policy or as a new policy.

It is also important at this stage for the policy owner to determine if the request is to introduce a POLICY or a PROCEDURE.

A POLICY is a guiding principle used to set direction in an organization. It can be a course of action to guide and influence decisions. It should be used as a guide to decision making under a given set of circumstances within the framework of objectives, goals and management philosophies as determined by senior management.

A PROCEDURE is a particular way of accomplishing something – often, of accomplishing the guiding principles set forth in a related policy. It should be designed as a series of steps to be followed as a consistent and repetitive approach or cycle to accomplish an end result. Procedures provide a platform for implementing the consistency needed to decrease process variation, which increases procedure control. Decreasing process variation is how we eliminate waste and increase performance.

Policy Template.
Each HSC policy will follow the format in accordance with University of North Texas System Regent Rule, 01.100, Section 01.102- Style

Approval Process.
All HSC policies shall be processed by the initiating unit through administrative channels to the appropriate vice president or dean, who shall then circulate the policy to the HSC Chief Compliance and Integrity Officer/Chair of the Institutional Policy Committee. Once approved by the Institutional Policy Committee, approval will be noted and the Chair of the Policy Committee will forward to the UNT System Office of General Counsel (OGC)for legal sufficiency review.

The OGC shall review the proposed policy or revision for legal sufficiency within thirty days of receipt. The OGC will note its opinion as to legal sufficiency to the Chair of the Institutional Policy Committee who will submit the policy to the HSC President for adoption and approval as required. The Chair of the Institutional Policy Committee will submit to the President for approval after final legal sufficiency approval.

In the event of substantive changes after legal sufficiency review, the policy will be resubmitted to OGC and returned within fifteen days of receipt.

The President will not officially adopt any policy that the OGC has not approved for legal sufficiency. Adopted policies will be maintained in an online policy management system. The Office of Institutional Compliance and Integrity shall assign an appropriate policy number and post the policy.

Deletion of Policy
Any deletion of policy must be approved by the President and reviewed by OGC to ensure that the policy otherwise required by law is not deleted.

Policies Requiring Board of Regents Approval:
Policies affecting or effected by Regents Rules that require Board of Regents approval shall be sent to the Board of Regents by the President. The new or revised policy shall be effective upon approval by the Board of Regents.

Faculty Policies

Policy revisions initiated by the Faculty shall be forwarded to the Institutional Policy Committee and/or the President, as appropriate, through the Provost and Executive Vice President for Academic Affairs to decide whether the revision should be submitted to the Board of Regents for review. Copies of approved faculty policies will be maintained in the online policy management system. The Office of Institutional Compliance and Integrity shall assign an appropriate policy number and post the policy.

Superseded Policies
Superseded policies must be retained locally for a period of 3 years, after which time they will be transferred to agency archives for storage.

Reference.

Applicable Laws, Rules and Regulations
Regents Rule 02.200 System, System Administration and Institution Policy Development
Regents Rule 01.100 Definitions, Style and Citations

Related Policies and Procedures:

Forms and Tools

- HSC Public PolicyTech Access
- HSC Policy Template
- HSC Procedure Template

Reviewed by Office of the General Counsel: July 30, 2019

Approved: December 22, 2020

Effective: January 1, 2021

Revised: Date

Next review due on or before: December 31, 2022

Policy Owner: Chief Compliance and Integrity Officer

Subject Matter Specialist: Chief Compliance and Integrity Officer