I. PURPOSE & INTENT

Regulations and Policies are adopted to provide reference and guidelines in the administration, operation, management or implementation of the various programs, services, facilities, and activities of the University of South Florida (USF). The University of South Florida is composed of multiple campuses located in Tampa, St. Petersburg, and Sarasota-Manatee.

This Policy provides the outline of the process for initiating, developing and maintaining Regulations and Policies for USF. (* Internal Guidelines, Procedures and Protocols are not addressed in this Policy (See Section IV. C.).

II. STATEMENT OF POLICY

It is the responsibility of each administrative head to both propose appropriate new Regulations or Policies as defined below and to review and update existing Regulations and Policies in their respective area.

III. APPLICABILITY & AUTHORITY

The appropriate Responsible Offices shall amend or update the Regulations and Policies as necessary to ensure the continuity of academic programming as provided in Policy 6-010. The President of USF (President) has the authority and responsibility for developing and recommending Regulations and Policies consistent with the Board of Governors (BOG) Regulation Development Procedure for State University Board of Trustees (“BOG Regulation Development Procedure”). Pursuant to the General Delegation of Authority (D1), the President has delegated the responsibility for Regulation and Policy development (including establishing and implementing Policies to the Vice Presidents, Chief Officers, Executive Directors, and their designees (Responsible Office(s) or RO) as detailed in Section VI of this Policy, and has delegated the authority to promulgate and publish the Regulations and Policies
to the Office of the General Counsel (OGC). The BOT has delegated the responsibility for Amendments of BOT Policies to the appropriate RO(s).

This Policy statement has been formulated to implement that authority and responsibility and to provide a format for the orderly promulgation of Regulations and Policies within USF.

IV. DEFINITIONS OF TERMS

A. Amendment: A change to an existing Regulation or Policy. Amendments may be Substantive or Technical.

1. Substantive: Any change except those considered technical.

2. Technical: Minor changes to definitions, clarification, reorganization, correction or re-publication of existing Regulation or Policy; adjustments to titles or Amendments required by statute or Regulation where there is no University discretion for consideration; and those changes requested by the appropriate Responsible Office to address Emergency situations as provided in Policy 6-010 (H) (2).

B. Day(s) or Time(s): In this Policy 0-001 the term Day(s) or Time(s) will refer to calendar days. In the event a Regulation or Policy includes the term day(s) or time(s) and the term is not defined within the pertinent Regulation, Policy or section, the word Day or Time will refer to the periods of academic session to include the days the University is open for business and delivery of academic services exclusive of holidays, emergency closings or other days where the office or academic delivery of services are closed.

C. Internal Guideline, Procedure or Protocol: Internal Guidelines, Procedures or Protocols are not addressed in this Policy and are considered statements with specific and limited applications to guide the academic or administrative unit in its routine internal management responsibilities. The academic or administrative area is responsible for adoption, maintaining, updating and applying those internal guidelines, procedures or protocols.

D. Policy: Policy is a statement with broad application to guide the conduct of the University and their constituents and require approval by the President. Generally, guidelines are developed as Policies to assist with institutional compliance, promote operational efficiencies and/or enhance the University’s mission. Board of Trustees Governance Policies (BOT Policies) are adopted for USF by the Board of Trustees in a noticed open meeting. Such BOT Policies include USF BOT 06-001: Investments, USF BOT 06-002: Derivatives, USF BOT 06-003: Debt Management, and USF BOT 09-001: Real Property.
A BOT Policy will require specific notice and approval by the Board of Trustees (BOT) and internal approvals as required by USF (as per this Policy).

E. Regulation: Regulation is defined by the BOG Regulation Development Procedure. Regulations generally include statements of broad and general applicability to guide the conduct or action of the University, USF and its constituents or the general public and require approval by the USF Board of Trustees and the Florida Board of Governors. Generally, guidelines are developed as Regulations because they deal with directives required by Florida Statute, BOG Regulation or other legally recognized entity with the authority to require the University to adopt specific subject matter guidelines.

F. Select Regulation: Select Regulation is defined by the BOG Regulation Development Procedure. Select Regulations are Regulations that pertain to student tuition and fees, admissions, and articulation which require approval by the Board of Governors in accordance with the BOG Regulation Development Procedure prior to becoming effective.

V. PROCESS STEPS

A. New and Substantively Amended Regulations and Policies (see section V.B. for Technical Amendments): Generally, the process for new and Substantively Amended Regulations and Policies is as follows:

- The Vice President, Chief Administrative Officer or their designee (Responsible Office RO) identifies a need to issue a new or Amended Regulation or Policy.
- RO is responsible for developing and reviewing the proposal, which must include gathering suggestions and comments from appropriate campus groups, organizations and USF offices.
- Format and on-line Template: Using the Regulation and Policy Development Template, the RO drafts a new Regulation or Policy. If only changes are requested, the RO drafts a redlined version of the proposed changes. The RO then submits the template or redline draft to the Office of the General Counsel (OGC).
- Necessity for Addition or Amendment: The RO must submit an explanation as to the necessity for the new or Amended Regulation/Policy detailing if the Amendment is considered Technical or Substantive (in some instances, the Technical Amendment may be requested by the party identifying the need for a correction or update).
- Final Draft for Promulgation: Upon receipt of the request and completed template from the RO, the OGC will work with the requestor to develop a final draft as an official USF or USF Regulation or Policy with a formal redlined copy showing it in strike-through format.
• Posting for Comment & Promulgation: The OGC will initiate the appropriate Promulgation process. Substantive Amendments and new Regulations and Policies will be posted on the USF Regulations and Policies Website for a thirty (30) day review and comment period and, if approved, adopted pursuant to this Policy. Emergency Regulations and Policies may be adopted pursuant to the BOG Regulation Development Procedure for 90 days and may become final at the conclusion of the full University promulgation process.

• For Regulations only: Substantive Regulation changes or new Regulations require specific notice and approval by the Board of Trustees (BOT) as per the BOG Regulation Development Procedure, and internal approvals as required by USF (as per this Policy). The RO must work with the OGC to initiate and secure review by the appropriate USF Committees to ensure the Regulation is placed on the BOT agenda for BOT action. Regulations must be posted thirty (30) days before BOT action (this may be before or after Committee review) except for Select Regulations or other special exceptions. Any comments must be submitted within fourteen (14) days of the initial posting date. Final approval for Regulations are memorialized by BOT action. When adopted, the new or Amended regulation shall be filed with OGC and posted on the USF Regulations and Policies Website. As a courtesy, OGC will send an email to designated University officials to notify them of the posting. When the new or Substantively Amended regulation is filed, certification of compliance with the BOG Regulation Development Procedure must be included. The effective date is the date of BOT approval unless the effective date is stated otherwise or the Regulation is a Select Regulation. If the Regulation is a Select Regulation, the OGC must send the Regulation to the BOG for a possible sixty (60) day review period before becoming effective.

• For Polices only: Substantive Policy changes or new Policies require posting to USF pursuant to this Policy. As a courtesy, OGC will send an email to designated University officials to notify them of the posting. The RO must obtain input from the University offices affected by the new or Amended Policy. At the request of Board of Trustee Committee or at the discretion of the RO, the Policy will be reviewed by Board of Trustee Committee as appropriate. The OGC will post the final draft of the new or Substantively Amended Policy on the USF Regulations and Policies Website to permit comment and review for thirty (30) days. After the thirty (30) day posting period, the OGC and appropriate Vice President (or designee) will review the comments and determine if the changes are appropriate. Once this is determined, the OGC will forward the Policy to the appropriate Vice President or Responsible Office(s) for signature. Final approval for Policies are memorialized by the RO’s and the President’s signatures with the exception that in an emergency or other instance where a physical signature is delayed, an email from the RO and President approving the Policy will finalize the Policy with a signature affixed to the
Policy at the earliest opportunity and maintained by the OGC. As stated in section IV. D., BOT Policies are treated as Regulations and thus, are memorialized by BOT action.

**B. Technical Changes for Regulations or Policies:** Technical Amendments may be made without formal promulgations; however, the RO must submit the request for the Technical Amendment (defined above in section IV.A.2.) to the OGC. The OGC will review the request with the RO to ensure there is a concurrence that it is a Technical Amendment. The update will be immediately made followed by:

- For informational purposes only, the OGC will post the change for 30 days on the New and Proposed section of the index (New and Proposed Regulations and Policies).
- The OGC will provide a confirmation email to the RO with the link to the Technically Amended Regulation or Policy.
- The RO will identify if additional direct notice of the change is needed and will provide that notice to the necessary parties to ensure that the processes are in place to implement the Technical Amendments.

**C. Repeal of Regulations and Policies:** Generally, the process for repeal of Regulations or Policies is as follows:

- The Vice President, Chief Administrative Officer, or their designee (Responsible Office RO) identifies a need to repeal a Regulation or Policy.

- For Regulations only:
  - The RO submits a written request preferably using a Request to Repeal a Regulation Form to the OGC.
  - The OGC posts notice of the request to repeal on the USF Regulations and Policies Website 30 days before BOT action.
  - After appropriate Committee review, the item is submitted for BOT action.
  - After the BOT vote, the Regulation is repealed and archived. Select Regulation repeals are submitted to the BOG as per the BOG Regulation and Development Procedure.
  - After the BOT vote or BOG review as applicable, the repeal shall be filed with OGC and posted on the USF Regulations and Policies Website. When a repeal is filed, certification of compliance with the BOG Regulation Development Procedure must be included.

- For Policies only:
  - The RO may submit a Request to Repeal a Policy Form to the OGC.
With RO approval, the Policy will be repealed and archived.

**Regulation and Policy Manual and Website**: OGC will maintain Regulations and Policies into a USF wide official manual and on the USF Regulations and Policies Website.

**D. Conflicts**: Regulations and Policies must not conflict with the Board of Governors Regulations, Policies or any other statutes or laws; or applicable collective bargaining agreements.

**E. Board of Governors**: Board of Governors Regulations/Policies will take precedence over USF Regulations or Policies. Should a new or Amended Board of Governors Regulation or Policy statement be issued after a USF Regulation/Policy has been established, the USF Regulation/Policy will be applied consistent with the BOG and the USF Regulation/Policy will be amended to conform to the Board of Governors’ statement as soon as possible.

**F. Applicable Dates**: The “Date of Origin” is the date the Regulation/Policy is initially adopted. This date will not change. The “Amended Date” is the date of the most recent change to the Regulation or Policy following the initial adoption date. The “Review Date” is the date the Regulation/Policy was last reviewed. Repealed Regulations/Policies reflect repeal date when authorized by the appropriate Administrator (For USF BOT Policies the “Date of Origin” is the date of BOT Approval).

**VI. RESPONSIBLE OFFICES FOR TOPICAL AREAS** (though titles of the offices may change, the RO will be the Chief Officer of the Administrative topic area):

The RO or their designee will propose Regulations and Policies and sign if appropriate in their respective topical areas.

**A. Academic Affairs**: The Provost and Executive Vice President for Academic Affairs will normally propose Regulations and Policies regarding academic and other matters related to the University’s mission of teaching, research and service and has designated the following offices specific responsibilities:

1. **USF World**: The USF Vice President for USF World will normally propose Regulations and Policies with application primarily in the areas of global presence and international engagement programs.

2. **Student Success**: The Vice President for Student Success will normally propose Regulations and Policies with application primarily in the areas of student government, student housing, recreation, health, counseling, student involvement, and the promotion of student development and learning.

**B. Advancement and Alumni Relations**: The Senior Vice President for Advancement and Alumni Relations will normally propose Regulations and Policies with application
primarily in the areas of alumni, University development, fundraising, donor recognition and the USF Foundation.

C. Athletics: The Director of Intercollegiate Athletics will normally propose Regulations and Policies with application primarily in the areas of athletic competitions, multimedia rights, athletic sponsorships, or athletic advertising.

D. Business and Finance: The Senior Vice Presidents for Business and Finance/Chief Operating Officer and the Vice President of Business and Finance/Chief Financial Officer will normally propose Regulations and Policies with application primarily in the areas of financial services, purchasing, budget and treasury operations, campus business services, property and equipment, and enterprise business systems and may delegate as appropriate to the following offices:

1. Administrative Services: The Vice President for Administrative Services will normally propose Regulations and Policies with application primarily in the areas of human resources, facilities management, parking and transportation services, environmental health and safety, and risk management.

2. Information Technology: The USF Vice President of Information Technology and Chief Information Officer will normally propose Regulations and Policies with application primarily in the areas of computing resources, networks and services, technology and support structures including e-mail, web services, telephones, data network, and software licensing.

3. University Police: The University Police Department will normally propose Regulations and Policies with application primarily in the areas of public safety, police, and emergency management.

E. Diversity, Inclusion & Equal Opportunity: The Chief Diversity Officer of the Office of Diversity and Title IX Coordinator will normally propose Regulations and Policies with application primarily in the areas of diversity promotion, equal opportunity and Title IX.

F. Government Relations: The Executive Director for Government Relations will normally propose these Regulations and Policies. The Office of Government Relations is the liaison between local, state, regional and federal government and USF and ensures that USF’s legislative priorities are implemented.

G. Research & Innovation: The Senior Vice President for Research, Innovation & Economic Development will normally propose Regulations and Policies with application primarily in the areas of research, including sponsored research, research integrity and compliance and intellectual property.
H. Communications and Marketing: The Vice President for Communications and Marketing will normally propose Regulations and Policies with application primarily in the areas of communications network, identity standards, photography, publications, web services and USF logos and brands.

I. USF Health: The Senior Vice President of USF Health will normally propose Regulations and Policies with application primarily in the areas of medicine, public health, pharmacy, nursing, physical therapy, athletic training, physician assistant and health research and clinical care.

J. USF Audit: The Chief Audit Executive and Executive Director will normally propose Regulations and Policies with application primarily in the areas of risk management, internal control, and governance processes, as well as promoting accountability, integrity, and efficiency in the operations of USF.

K. USF Compliance & Ethics Program: The Chief Compliance Officer will normally propose Regulations and Policies with application primarily in the areas of creating, supporting, and promoting a University-wide culture of compliance, ethics, and accountability, as well as preventing and detecting violations of law, regulations and policies, and ethical principles of conduct.

L. USF Services: This area includes all Regulations and Policies of USF scope and authority and will cover those Regulations and Policies normally distributed by the President's Office and some offices that report directly to the President.

VII. ADDITIONAL RESOURCES:

- Link to the Request to Repeal a Regulation Form:

- Link to the Request to Repeal a Policy Form:

*Current Responsible Office: USF Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.

History: New 7-1-74, Amended 3-31-16 (technical), 1-23-17 (technical), 5-11-17 (technical), 2-22-18 (technical), 2-12-19 (technical), 2-25-19 (technical), 1-28-20 (technical), 4-1-20 (technical), 4-6-20 (technical), 8-4-20 (technical), 8-24-20 (technical).

Consolidation Amendments Effective: 7-1-20.