ADMINISTRATIVE DIVISION	POLICY NUMBER
UNIV University Administration	UNIV 1.00
POLICY TITLE	
Policy on Policies: Development and Oversight of University Policies	
SCOPE	DATE OF REVISION
USC System	August 17, 2022
RESPONSIBLE OFFICER	ADMINISTRATIVE OFFICE
President	Office of the President

PURPOSE
The Policy on Policies governs the development and oversight of all formal university policies.

DEFINITIONS
Administrative Division: Organizational entity within the university with responsibility for the development and maintenance of university policy.

Comprehensive universities: The University of South Carolina Aiken, the University of South Carolina Beaufort, and the University of South Carolina Upstate shall individually be referred to as a comprehensive university and shall collectively be referred to as Comprehensive Universities throughout all university policies.

Expedited review: Process completed with electronic review by policy advisory committee and without open comment period.

Non-substantive change: Revision related to grammatical or formatting revision, URL update, titles of individuals and organization structure, material appearing only in an appendix, and other changes of similar impact.

Policy Liaison: Individual designated by the responsible officer to serve as the main point of contact with the Office of the Provost for all policy-related matters for the administrative division or campus.

Procedure: A statement that prescribes specific action to be taken to conform to established policies, allowing for the orderly implementation of those policies.

Regional Palmetto College: The University of South Carolina Lancaster, the University of South Carolina Salkehatchie, the University of South Carolina Sumter, and the University of South Carolina Union shall individually be referred to as a Regional Palmetto College and shall collectively be referred to as Regional Palmetto Colleges throughout all university policies.

Responsible Officer: The division head of each administrative division who is responsible for development and implementation of policy within that administrative division.

Substantive change: Revision constitutes impactful change on implementation or compliance.

Unit: Campus, college or school, or other organizational entity within the university.

University policy: Policy that applies broadly through the university and requires the president's review and approval.

USC Columbia: The University of South Carolina Columbia is the flagship institution of the university system and the state of South Carolina. Throughout university policies, USC Columbia may also be references as Columbia campus.

POLICY STATEMENT
University Policies are formal policies and procedures for all member institutions and campuses of the University of South Carolina system, with application to the system or to USC Columbia as indicated in the scope of each policy document,   The university system uses a standard policy format and a uniform review and approval process for university policies to improve communication, promote administrative consistency and efficiency, and ensure compliance with pertinent state and federal laws as well as state and regional accreditation requirements. All institutions and campuses of the USC system must follow the procedures outlined in this policy regarding the approval of new university policies or the revision or repeal of existing policies.

A. Oversight

   1. University Policy Records

       a. The University of South Carolina *Policies and Procedures Manual* contains all current USC system policies and policies specific to USC Columbia. This online manual is published by the Office of the Provost and contains all official, university-approved versions of university policies for the system and USC Columbia.

       b. If there is a discrepancy between any policy in the Policies and Procedures Manual on the USC system policy website and the same policy published by a USC institution or campus or by a USC Columbia unit, the USC system policy website will be considered the official version. Units with separate policy websites should not have duplicate versions of USC Columbia and USC system policies. All unit websites and paper documents should reference the policies available at *Policies and Procedures Manual.*

       c. Policies specific to a USC member institution or Palmetto College are maintained by the office of the respective chancellor and are available on the website of the specific institution as appropriate.

   2. Administrative Responsibility for University Policies

       a. University policies in the *Policies and Procedures Manual* are organized by administrative division. Within each division, the division head is considered the responsible officer for the development and implementation of that administrative division's policies. For any specific University Administration (UNIV) policy, the responsible officer of an administrative division with system responsibilities can be designated as the responsible officer. For system-wide policies, the division head must provide opportunity for review by the Office of System Affairs prior to submission to

the Office of the Provost. As needed, the division head will work with the responsible officers of other administrative divisions.

b. Chancellors of member institutions and Palmetto College, are considered the responsible officers for the development, authorization and implementation of campus-specific policies as well as the implementation of system-wide policies. As needed, each chancellor will work with the Office of System Affairs and with the responsible officers of the administrative divisions.

c. Each responsible officer will annually appoint a policy liaison who will serve as the main point of contact with the Provost's Office for all policy-related matters for the division or campus.

d. A list of [responsible officers and policy liaisons](#) for university policies is published with the *[Policies and Procedures Manual](#)*.

B. Required Approval Process

1. System-wide University Policies

   a. The Office of the Provost coordinates the review and approval of new, revised and repealed system-wide university policies.

   b. All system-wide university policies with the exception of Board of Trustee policies (BTRU) must be approved by the president.

   c. Board of Trustees policies (BTRU) must be reviewed by the Office of General Counsel prior to approval by the Board of Trustees.

   d. Draft new policies, substantially revised policies and policies recommended for repeal must be distributed to the university community for review and comment prior to final approval.

2. Institution-specific University Policies

   USC Columbia policies must be approved by the president and will follow the approval process for system-wide policies.

   Comprehensive University policies must be approved by the respective chancellor.

   Palmetto College policies must be approved by the Palmetto College chancellor.

3. Expedited Approval

   Non-substantive revisions to existing policy may be approved directly by the president or respective chancellor using an expedited approval process. The Office of the Provost

categorizes revision as non-substantive, in consultation with the Policy Advisory Committee.

When it is in the best interest of the university, draft new policies or those recommended for substantial revision or repeal may also be approved directly by the president or Board of Trustees using an expedited approval process. This includes policy development, revision or repeal directly related to state or federal law.

C. Related Publications

1. Faculty Manuals

   Policies and procedures relating to faculty may be separately maintained and distributed in the relevant campus-specific *Faculty Manual*. All *Faculty Manuals* must be kept up-to-date. Each chief academic affairs officer is responsible for ensuring that the *Faculty Manual* of the respective institution is revised to reflect newly approved University Policies within six months of the policy's approval. In the event of inconsistency between the *Faculty Manual* and the *Policies and Procedures Manual,* the *Faculty Manual* is considered the final authority.

   Faculty Manual revisions for all campuses must be approved by the president and the Board of Trustees. After review by the appropriate faculty governance body, draft revisions to a *Faculty Manual* should be forwarded to the Provost's Office. The Provost's Office will coordinate the final review process in preparation for presentation to the Board of Trustees.

   a. Revisions to the USC Columbia *Faculty Manual* will be forwarded for comment to the Office of the General Counsel and Division of Human Resources. Information copies will also be sent to the Executive Council and the Council of Academic Deans.

   b. Revisions to the *Faculty Manuals* for the Comprehensive Universities and Palmetto College will be forwarded for comment to the Office of the General Counsel and the Division of Human Resources, as well as an information copy to the Executive Council.

      Final versions of *Faculty Manual* revisions will be forwarded by the Provost's Office to the president and then to the Board of Trustees for approval.

2. Academic Bulletins

   Academic policies and procedures relating to students may also be contained in campus specific Bulletins, published annually by the Office of the University Registrar. Changes to the bulletins must be approved by the appropriate faculty governance bodies. Revisions to the Bulletins are approved through the appropriate faculty governance body.

D. University Policy Maintenance and Periodic Review

1. Responsible officers must ensure that the division's university policies are up to date and revised when necessary to reflect current practice and/or procedures. Each university policy will be reviewed by the originating administrative division and revised as necessary at least every five years.

2. University Policy Archive

The Office of the Provost will maintain a policy archive containing all known copies of university policies, including repealed policies and previous versions of the USC Columbia *Faculty Manual*. The academic affairs offices on the Comprehensive Universities and Palmetto College are responsible for maintaining archives of and institution-specific policies and *Faculty Manuals* on their respective campuses.

PROCEDURE

A. Procedures for Comprehensive Universities and Palmetto College

The Comprehensive Universities and Palmetto College should develop their own procedures to implement this policy where appropriate.

B. Procedures for System-wide and USC Columbia Policy Approval

1. Policy Advisory Committee

The Policy Advisory Committee (PAC) is comprised of representatives of the administrative divisions, Palmetto College and Comprehensive Universities, Faculty Senate, Staff Senate, and General Counsel and includes a student representative. The Office of the Provost will facilitate identification of PAC members and work of the committee. This committee is charged to consult with university offices on proposals for new, revised and repealed policies to consider whether they are necessary and aligned with institutional mission, goals and priorities; that policies are concise, consistent in format and scope, and easy to understand; to identify constituencies and other policies that may be affected; and to make recommendations to appropriate offices. The PAC also assists with dissemination and sharing feedback regarding policies.

2. New, Substantially Revised or Repealed University Policies

a. Draft new policies and those recommended for substantial revision or repeal must be developed and fully vetted within the administrative division.

i. The policy must be formatted to conform to the standard template. A description of the revisions should be included in the Reason for Revision section when appropriate.

ii. Use the words "must" or "will" rather than "should" and "shall" in the body of the policy. As policies are developed to help improve communication, promote administrative consistency and efficiency, and ensure compliance with pertinent state and federal laws as well as state and regional accreditation requirements, use of the words "should" and "shall" is to be avoided as it infers the action is optional, which makes the need for the policy questionable.

Example of what to avoid: "Each administrator **shall** determine the appropriateness of such travel and the extent to which the university is to participate in defraying travel and subsistence expenses."

Example of what to state: "Each administrator **will** determine the appropriateness of such travel and the extent to which the university is to participate in defraying travel and subsistence expenses."

Where flexibility may be needed in use of the words "should" and "shall", the responsible office will determine if circumstances justify deviation.

b. The responsible officer will forward the policy to the Office of the Provost for an internal administrative review. Policy drafts must be submitted at least five business days before the next scheduled PAC monthly meeting for timely consideration.

c. The PAC will review each new, substantially revised or repealed university policy as described above. The committee will recommend approval, recommend revisions to the submitting administrative division, and/or recommend related changes to other policies identified during the review process.

d. The Office of the Provost will distribute the policy within the university community for comment. Policy drafts must be posted to the university policy website for a minimum of two weeks for review prior to final approval. At the discretion of the PAC, the open comment period for policy drafts with substantial impact on faculty affairs cannot occur between May 16 and August 15.

e. Consolidated comments regarding the distributed versions will be forwarded by the policy liaison to the responsible officer.

f. The responsible officer will finalize the policy and submit it to the Office of the Provost for a second internal administrative review. After this review, the policy may be submitted to the PAC for an additional review prior to forwarding to the president for final approval.

g. Following the president's approval, the Office of the Provost will notify the responsible officer, the policy liaisons, and all affected campuses and divisions. The Office of the Provost will also make the required update or change to the *Policies and Procedures Manual.*

h. For policies requiring approval of the Board of Trustees, the Office of the Provost will forward the policy to the General Council for review prior to submission to the Secretary of the Board of Trustees for presentation to the Board of Trustees for approval.

3. Expedited Approval Process

   a. The draft policy is developed and fully vetted within the administrative division. The policy must be formatted to conform to the standard template.

   b. The Responsible Officer will forward policy to the Office of the Provost with a request for an expedited review.

   c. The Office of the Provost will forward the policy to the president for final approval.

   d. Following the president's approval, the Office of the Provost will notify the responsible officer, the policy liaisons, and all affected campuses and divisions. The Office of the Provost will also make the required update or change to the *Policies and Procedures Manual.*

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

USC Columbia *Faculty Manual*
USC Palmetto College Campuses *Faculty Manual*
USC Beaufort *Faculty Manual*
USC Aiken *Faculty Manual*
USC Upstate *Faculty Manual*
USC Academic Bulletins

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
August 19, 2009	New policy
September 12, 2012	Non-substantive revision to update appendices
November 7, 2017	Revision to incorporate Policy Advisory Committee and to define new policy template
November 16, 2018	Added key definitions and timely submission in the policy review process. Updated terminology to match nomenclature in Board of Trustees Bylaws.
May 2, 2019	Responsibility for University Administration policies can be delegated to another administrative division.

August 17, 2022	Policy Advisory Committee membership updated to include a member from the Staff Senate