

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

POLICY ON POLICIES

Number 01.01.01

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creation, formatting, review and approval process, implementation, publication and renewal cycle of policies, and the rescindment of policies.

Policy

All prospective University of Alabama in Huntsville university-wide policies are expected to be, to the extent practicable, consistent with policies of other campuses of The University of Alabama System (the "System") and must be consistent with Bylaws and Rules of The Board of Trustees of The University of Alabama a (http://systemguidance.com/att/0021new w 12 -0)3. approval process and review procedures that are set forth in this document. A UAH policy is a written statement that has been approved by the President and describes the university's stance on a particular subject and/or its response to a specific situation.

This policy (Policy 01.01.01) applies to all university-wide policies.

- A. Format.** The format of all UAH policies will include a heading with the title of the policy and will have the following sections:
1. *Policy Number:* assigned by the UAH Campus Designee, whose responsibilities are delineated below.
 2. *Division:* the Division at UAH responsible for creation and review of the policy
 3. *Date:* date that the policy was created or revised
 4. *Purpose:* a succinct statement providing a rationale for the policy
 5. *Policy:* a description of the policy
 6. *Procedures:* when appropriate, a description of the procedures to be followed to carry out the policy
 7. *Review:* the UAH office responsible for periodically reviewing the policy

A Policy Tracking Form shall accompany all new or revised policies submitted for review and approval.

B. Development of UAH Policy. A policy can be proposed by anyone at UAH by routing the suggested policy or revision to an existing policy (in the pr isppr.001 D((Tj-1.16 TD(s)4 (uD[son'(s)4 (u 14.04 -0 0 14.01.5i)-4-pw 1.002 Tw

recently approved policy will prevail. Should there occur at any time a conflict between a UAH policy and any other written or oral statement developed by an operating unit at the university, the UAH policy will prevail.

E. Policy Numbering Plan. UAH policies will be classified and numbered according to the following plan for the first two numbers followed by a period (.) and consecutive numbering within that category. For example, this UAH Policy on Policies is numbered 01.01 as the first policy within the category of policies issued by the President.

<u>Policy Number</u>	<u>Issuing Office</u>
01.01.xx	President
01.02.xx	Athletics
02.01.xx	Provost and Executive Vice President for Academic Affairs
03.01.xx	Vice President for Student Affairs
04.01.xx	Vice President for University Advancement
05.01.xx	Vice President for Diversity, Equity, and Inclusion
06.01.xx	Vice President for Finance and Administration
06.02.xx	Human Resources Management
06.03.xx	Budget and Planning
06.08.xx	Risk Management
06.09.xx	Compliance
07.01.xx	Vice President for Research
07.02.xx	Office of Sponsored Programs
07.03.xx	Office of Technology and Commercialization
07.04.xx	Office of Research Security
07.05.xx	Regulatory Compliance

F. Policy Retention and Access. The Campus Designee will be responsible for maintaining a file of all original policies, along with the Policy Tracking Form. UAH policies will be made available to all students, faculty and staff through the UAH Policy web page.

Review

The Office of the President is responsible for the review of this policy every five (5) years (or whenever circumstances require).