

USF System USF USFSP USFSM

Number: 0-0011 SP

Subject: Issuance of USFSP Policies and Procedures

Date of Origin: 02-22-10

Date Last Amended: 2015-09-15

Date Last Reviewed:

I. INTRODUCTION (Purpose and Intent)

The University of South Florida System of higher education is composed of separately accredited institutions located in Tampa and St. Petersburg and regional campuses located in Sarasota-Manatee and Lakeland. When the term “USF System” is used it encompasses all separately accredited institutions and regional campuses. The University of South Florida St. Petersburg (USFSP) is separately accredited by the commission on Colleges of the Southern Association of Colleges and Schools and has the authority to issue separate policies, when appropriate, provided that such policies are not inconsistent with System policies, regulations or other legal requirements. In accordance with this authority, policies and procedures are adopted to provide reference and procedural guidelines in the operation, management or implementation of the various programs, services, facilities, and activities separate from the USF System and **unique to USFSP**.

When the term “USFSP” is used, it refers only to those departments/units that are within the organizational structure of USFSP.

II. STATEMENT OF POLICY

The President of the USF System has the authority and responsibility for establishing and implementing policies and procedures in accordance with the Board of Trustees Governance Policy (07-001) and as provided by the Florida Board of Governors. The System President has delegated the authority to establish and implement policies and procedures specific to USFSP to the Regional Chancellor. This policy statement has been formulated to implement that authority and responsibility.

It is the responsibility of each USFSP administrative head to both generate appropriate new policies when needed and to constantly review and update existing policies and procedures in their respective area. When it becomes necessary to issue a new or revised policy statement, a thorough study should be made which includes suggestions and comments from appropriate campus groups, organizations, and USFSP offices.

In developing new or revising old policies or procedures, care should be taken to ensure that the policy is not in conflict with or a duplication of a USF System policy. Should a new or revised USF System policy statement be issued after a USFSP policy has been established, USFSP will have input, pursuant to USF System Policy 0-001, into the new or revised USF System policy prior to its approval.

The Regional Chancellor is responsible for the development of procedures to implement the foregoing Policy and hereby authorizes the procedural steps as appropriate for the issuance of the policies and procedures developed within the various areas comprising USFSP.

A. General Administration

This area includes policies and procedures of USFSP scope and authority and will cover those policies normally distributed by the Regional Chancellor's Office and those offices that report directly to the Regional Chancellor.

B. Academic Affairs

The Regional Vice Chancellor for Academic Affairs will normally propose policies and procedures with USFSP application regarding academic and other matters related to the institution's mission of teaching, research and service.

C. Administrative and Financial Services

The Regional Vice Chancellor for Administrative and Financial Services will normally propose policies and procedures with USFSP application primarily in the areas of administrative services, campus business services, cost allocation services, human resources, financial services, public safety, facilities planning, construction and maintenance.

D. External Affairs

The Regional Vice Chancellor for External Affairs will normally propose policies and procedures with USFSP application primarily in the areas of identity standards, USFSP logos, institutional development, community relations, special events, media protocols and fundraising.

E. Student Affairs

The Regional Vice Chancellor for Student Affairs will normally propose policies and procedures in areas with USFSP application pertaining primarily to student government, student housing, recreation, counseling, student involvement, student recruitment, and the promotion of student development and learning.

III. PROCEDURE

A. The proposed new, revised or repealed policy and explanation will be forwarded to the Office of the Regional Chancellor through the Office of the Regional Vice Chancellor of Administrative and Financial Services by the appropriate Regional Vice Chancellor. The policy will then begin a four week review and comment period by the USFSP Leadership team, USF System President, and the Office of General Counsel. Members of the USFSP Leadership team will share policies and procedures with the respective groups for review and comments.

B. If, after four weeks, comments have been received, they will be forwarded to the Office of Regional Chancellor through the Office of the Regional Vice Chancellor of Administrative and Financial Services by the appropriate Regional Vice Chancellor for consideration. If necessary, appropriate changes will be made to the proposed policy.

C. The official forms will be signed by the Regional Chancellor and the appropriate Regional Vice Chancellor on the last page of the policy. The Office of the Regional Vice Chancellor for Administrative and Financial Services will assign an effective date and post the policy to the webpage.

D. The Office of the Regional Vice Chancellor for Administrative and Financial Services will maintain all current, new, revised and repealed policies. The numbering system will be in accordance with those maintained by the Office of the General Counsel.

IV. POLICY FORMAT

A. The outline and form to be used in each separate policy and procedure will be the same overall outline and form as used herein, as follows:

- I. Introduction (Purpose and Intent)
- II. Statement of Policy

Additional sections, for example, III, IV, etc., may be used in order to provide a detailed statement of the policy and procedure.

B. All proposed revised policies must be typed in two forms. The first would be as it would appear in final form as an official USFSP policy and the second would show every new word underlined and every deleted word in strike-through format. All new, revised or repealed policies will be accompanied by an explanation as to the necessity for the new policy, policy revision or repeal.

Issuance of USFSP Policies and Procedures cont.

Page 4 of 4

C. The “Date of Origin” is the date the policy was initially adopted. This date will not change. The “Amended Date” is the date of the most recent change to the Policy following the initial adoption date. The “Review Date” is the date the policy was last reviewed, with no change. Repealed policies will be dated when authorized by the appropriate Regional Vice Chancellor through the Regional Vice Chancellor of Administrative and Financial Services and the Regional Chancellor.

Policy Website: http://www.stpete.usf.edu/adminservices/USFSP_policy/index.htm

Authorized and signed by:

Joseph Trubacz, Regional Vice Chancellor for Administrative & Financial Services

Sophia Wisniewska PhD. , Regional Chancellor