



Policy Title

SULC Development, Adoption and Implementation of Policies (Policy on Policies)

Policy Number

SULC-6-001

Responsible Unit: Chancellor, Vice Chancellors, Faculty, Unit or Department Heads	Effective Date: February 19, 2014
Responsible Official: Chancellor, Vice-Chancellors, Faculty Unit or Department Heads	Last Reviewed Date: August 25, 2025
Policy Classification: Governance	Last Revised Date: August 25, 2025
	Origination Date: February 19, 2014

I. Policy Statement and Rationale

Accessible and well-developed policies promote efficiency, accountability, and minimize institutional risks. This campus-wide policy promotes an expeditious policy development, review, and approval process, while allowing for robust debate and discussion of draft policies. It allows for a consistent policy format and the maintenance of an accessible online policy repository.

II. Policy Scope

This policy applies to administration, faculty, staff, and students who develop, review, publish, manage, or otherwise engage in the creation, promulgation, and dissemination of institutional policies.

III. Policy Compliance

New and revised SULC policies introduced for approval after the effective date of this policy shall comply with this Policy on Policies. Enforcement of this policy ultimately rests with the SULC Chancellor.

IV. Policy Definitions

- 1. Policy:** A policy is a statement of management philosophy and direction, established to provide guidance and assistance to the SULC community in the conduct of its affairs.
- 2. Academic Policy:** An Academic Policy is a policy that directly affects the pedagogical and research mission of SULC.

3. **Administrative Policy:** An Administrative Policy is a non-academic and non-student policy governing the operation and finances of SULC.
4. **Student Policy:** A Student Policy is a policy that directly affects student life at SULC.
5. **Policy Classification:** For purposes of conformance with Southern University System policy coding, Southern University Law Center policies shall be classified as follows:
- Academic Affairs (1-000)
 - Enrollment Management (2-000)
 - External Affairs & Public Relations (3-000)
 - Facilities (4-000)
 - Finance, Audit & Budget (5-000)
 - Governance (6-000)
 - Human Resources (7-000)
 - Information Technology (8-000)
 - Institutional Advancement (9-000)
 - Legislative Affairs & Legal (10-000)
 - Research & Extension (11-000)
 - Safety & Security (12-000)
 - Student Affairs (13-000)
 - Workforce & Economic Development (14-000)
6. **Procedure:** A procedure is a guideline or series of interrelated steps taken to help implement the policy. SULC procedures:
- should identify and link to the applicable Law Center policy,
 - should be written in a format that is easy to follow
 - should be reviewed and updated as necessary to ensure agreement with the most recent revision to the policy.
7. **Approving Official:** The Chancellor of Southern University Law Center shall serve as the signature authority for all campus-wide policies.
8. **Responsible Official(s) and Unit:** The Chancellor, Vice Chancellors, Faculty, and Unit or Department Heads are responsible for the development, review and implementation of a campus-wide policy, once approved.
9. **Policy, Planning, Development, Adoption, and Implementation Committee:** The SULC Policy, Planning, Development, Adoption, and Implementation Committee (the "Policy Committee") shall have representation from each of the governance groups (SBA, Faculty, Staff, and Administration) and shall be established to review and advance SULC policies and plans, except for instances where the SULC Governance Document has a specific committee designated for such work.

10. **Exception(s):** An interim policy is an example of an exception, where the policy's Responsible Official, with approval of the SULC Chancellor, may establish an interim policy in response to an emergency situation, like an Act of God, that may require the promulgation of emergency policies. An interim policy shall exist for up to six months from the effective date of issuance.

V. Policy on Policy Development and Implementation Procedures

1. Irrespective of a policy's origin, the Policy Committee shall review all SULC policies to ensure that the policies conform to the process identified in the SU Campus Policy Development, Routing, and Checklist Form (the "Checklist") (see attached). Policies may be proposed by an SULC administrator, faculty or staff member.
2. A standing or ad hoc committee shall be assigned to assist in the review or development of a proposed policy.
3. The procedure for the adoption of a policy requiring faculty approval (Section II or Section IV of the SULC Governance Document, specifically those policies arising from work of a Standing or Ad Hoc Committee) is as follows:
 - a. A new policy or proposed revision of an existing policy shall originate in the appropriate Standing or Ad Hoc Committee.
 - b. The chair of the appropriate Standing or Ad Hoc Committee responsible for developing the proposed policy shall present a report to the Policy Committee in the required Policy template (see attached template). If the proposal is a revision to an existing policy, the proposal shall be submitted showing proposed revisions in "track changes" format.
 - c. The Policy Committee shall review the proposed new policy or revision of an existing policy for compliance with the mandates of the System's Policy on Policies (SUS-6-001), to include the completion of the Executive Summary and the Checklist. If the proposal is non-compliant, it will be returned to the appropriate Standing or Ad Hoc Committee for additional work. If it is compliant, the proposal will be sent to the faculty for a vote.
 - d. A compliant proposal shall be approved by a simple majority vote of the Faculty. If the policy is approved, it shall be signed by the Chancellor and posted on the SULC website.

4. The following rules apply for subjects not referenced in Section II or Section IV of the SULC Governance Document (not requiring faculty approval).
 - a. The Chancellor or the appropriate Unit or Department Head shall be responsible for the development and implementation of educational and administrative policies over matters not referenced in Section II or Section IV of the SULC Governance Document.
 - b. The Chancellor or the appropriate Unit or Department Head shall send a draft of the proposal to the Policy Committee in the required Policy template. If the proposal is a revision to an existing policy, the proposal shall be submitted showing proposed revisions in “track changes” format.
 - c. The Policy Committee shall review the proposed new policy or revision of an existing policy for compliance with the mandates of the System’s Policy on Policies (SUS-6-001), to include the completion of the Executive Summary and the “Checklist. If the proposal is non-compliant, it will be returned to the Chancellor or appropriate Unit or Department Head for additional work. If it is compliant, the proposal will be sent to the Chancellor for approval and signature. The policy, once signed and dated by the Chancellor, shall be posted on the SULC website.
5. Every policy shall concisely state its purpose; its effective date; its latest revision date, if applicable; to whom it is applicable; and who has primary responsibility for administration of the policy and its periodic review, indicated by title.
6. When no policy is in existence to provide guidance on a matter, the Chancellor is authorized to act appropriately under the circumstances. The Chancellor or the Chancellor’s designee shall advise the Faculty of the need for a policy when the matter concerns a subject referenced in Section II of the SULC Governance Document.
7. If a policy is adopted or modified because of a legal change or a Southern University system wide directive over which SULC has no control, the Chancellor or designee shall inform the Faculty, and, if applicable, the staff and/or students, of the change.

VI. Policy Related Information

Executive Summary

SU Campus Policy Development, Routing, and Checklist Form

Policy Template

VII. Policy History and Review Cycle

1. The Chancellor and Vice Chancellors shall be responsible for implementation of policies and development of administrative guidelines and procedures to provide greater specificity and

consistency in the implementation process. These guidelines and procedures shall be subject to approval by the Faculty.

2. This Policy originated February 19, 2014. This Policy was previously revised on December 11, 2019, to conform to the Southern University System's Policy on Policies. This Policy was also revised, on August 25, 2025, to comply with the updated SU System Policy on Policies (6/21/2024). The Chancellor and Vice Chancellors shall have primary responsibility for the periodic review of this policy.
3. To ensure ready access to its policies, SULC shall publish all policies in appropriate Law Center publications and make all policies accessible through its official web page, with links to applicable procedures or guidelines.

VIII. Publication of Policy

This Policy is published on the SULC website at www.sulc.edu.

IX. Policy Approval


Alvin Washington
Chancellor, Southern University Law Center

8-25-25
Effective Date of Revisions