



POLICY MANUAL

AUTHORITY AND AMENDMENTS

Number 203

**Subject: Authority and Amendments: Administrative and Operating Policies
(Section 500)**

Revision Date: December 14, 2001

Effective Date: December 14, 2001

203.1 AUTHORITY AND VIOLATION

1.1 Authority of the Administrative and Operating Policies Manual (Section 500)

These policies are subordinate to the Board of Regents' Code of Policies and Procedures, and the authority of the Board of Trustees and the President. They supersede all previous University policies and procedures, and take precedence over executive memoranda and other policy directives affecting the provisions of this document.

1.2 Violation of Policies

Violation of these policies by any University employee may lead to sanctions as provided in Personnel Policies Section 300 or Faculty Policies Section 400 as appropriate.

203.2 PROCEDURES FOR AMENDING SECTION 500 POLICIES

2.1 Proposal Process

Proposals for amendments to Section 500 may be made by deans, vice presidents, the Provost, the President, and any officially recognized council or committee of the University.

Proposals for amendments to the policies shall be submitted in writing to the Vice President for Business and Finance, who will coordinate the disposition of the proposals.

The Vice President for Business and Finance will provide for appropriate review of the proposed amendments and submit recommendations to the Vice President's Council.

2.2 Ratification by the Vice President's Council

The Vice President's Council will consider proposed amendments and approve, deny, or remand them back to the Vice President for Business and Finance for further review. If a proposal is ratified it is forwarded to the Executive Committee for action.

2.3 Ratification by the Executive Committee

The Executive Committee will consider proposed amendments and approve, deny, or remand them back to the Vice President for Business and Finance for further review. If a proposal is ratified it is forwarded to the President for final action.

2.4 Ratification by the President

The President will consider proposed amendments and approve, deny, or remand them back to the Vice President for Business and Finance for further review. If a proposal is approved by the President, it becomes effective on the date specified by the President. At the discretion of the President, a proposed amendment may be forwarded to the University Board of Trustees for information or for ratification.