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Policy Information

Effective Date:

June 7, 2016

Last Revised Date:

June, 2016

Policy Number:

HR-100

Responsible Unit:

Division of Human Resources

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Scope

This policy applies to all members of the University community.

Definitions

Policy is defined as a statement that prescribes a rule or practice of the University. This term includes administrative policies, regulations, codes of conduct, and “Rules” as that term is defined by Arizona Board of Regents (ABOR) Policy 1-201(B)(6). A Policy must meet all of the following characteristics:

- a governing principle that mandates or constrains actions;
- intended to ensure compliance with applicable laws, regulations, and/or ABOR Policies;
- enhances the University’s mission, promotes operational efficiencies, or reduces institutional risk;
- changes infrequently and sets a course for the foreseeable future; and
- directly and substantially affects the procedural or substantive rights or duties of any segment

of the University population or general public.

Policy

Any effort to create a new Policy or to substantively edit, revise, or completely replace any existing Policy must follow shared governance principles and the procedures set out in the [Procedure for Creating and Revising University Policies](#) [2]. Non-substantive or clerical edits that do not materially change the intent of a Policy (e.g., when the name of an office changes) may be made by following the [Procedure for Requesting Non-substantive Edits to University Policies](#) [3].

The University President, or the President's designee, is authorized to adopt a Policy on an interim basis when the President or designee determines that there is a compelling University interest to do so. Such Policies will be given interim status for up to 18 months. The President or designee may once renew an interim Policy for an equal period of time as necessary.

To repeal an existing Policy, the [Procedure for Repealing Existing University Policy](#) [4] must be followed. The President, or the President's designee, may bypass this process by issuing a notice of repeal if the President, or the President's designee, determines that there is a compelling University interest to do so. Such notice will be posted on the University Policies website for 30 calendar days.

A list of all Policies enacted, revised, non-substantively revised, renewed, or repealed in the last year will be noted on the University Policies website.

Related Information*

[Form Notice of Proposed Policy Creation or Revision](#) [5]

[University Policy Impact and Tracking Statement](#) [6]

[Procedure for Creating and Revising University Policies](#) [7]

[Procedure for Repealing Existing University Policies](#) [8]

[Procedure for Requesting Edits to University Policy That Are Non-substantive or Legally Required](#) [3]

Revision History*

This policy replaces Administrative Policy Formulation

Source URL:

<http://tobaccofree.arizona.edu/administration-university-relations/university-policy-making-interim>

Links

[1] <mailto:hradmin@email.arizona.edu>

[2] <http://tobaccofree.arizona.edu/process-creating-and-revising-university-policy>

[3] <http://tobaccofree.arizona.edu/process-requesting-non-substantive-edits-university-policy>

[4] <http://tobaccofree.arizona.edu/process-repealing-existing-university-policy>

[5]

<http://tobaccofree.arizona.edu/sites/default/files/uploads/Form%20Notice%20of%20Proposed%20Policy-Internal.docx>

[6]

<http://tobaccofree.arizona.edu/sites/default/files/uploads/University-Policy-Impact-and-Tracking-Statement.pdf>

[7] <http://policy.arizona.edu/process-creating-and-revising-university-policy>

[8] <http://policy.arizona.edu/process-repealing-existing-university-policy>