POLICY

☐USF System ☐USF ✓USFSP ☐USFSM ☐USFP

Number: 0-0012 SP
Subject: Policy Administration Compliance

Date of Origin: 05-24-10 **Date Last Amended:** **Date Last Reviewed:**

I. INTRODUCTION (Purpose and Intent)

The University of South Florida St. Petersburg is separately accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and has the authority to issue separate policies in accordance with the University of South Florida (USF) System Policy (0-001), as directed by the USF System President.

USFSP policies may be developed that are unique to this institution and current USF System policies and procedures may require different processes at USFSP. At no time, will USFSP policies be in conflict with USF System policies. Therefore, in order to ensure effective and efficient operations for this institution, this policy defines the procedure for administration of USF System and USFSP policies.

II. STATEMENT OF POLICY

The purpose of this policy is to provide procedures for USFSP faculty, staff, students, and external constituents when questions, comments, and/or concerns arise regarding policies and practices at USFSP.

Policies, procedures and concerns should initially be addressed by the area that has responsibility for the specific function/task. When faculty, staff, students, or external constituents do not receive an adequate response, they should go to the next level of authority such as Dean/Director and then to the respective Regional Vice Chancellor if the issue has not been addressed adequately. The following outlines the various areas and appropriate levels of authority.

III. PROCEDURE

A. Academic Affairs

All issues regarding academic program areas and faculty matters need to be discussed with the respective Deans/Academic Directors. If the issue has not been adequately resolved at that level, only then is the Regional Vice Chancellor of Academic Affairs to be contacted for a resolution.

If the issue is not resolved, the Regional Vice Chancellor of Academic Affairs will refer such matter to the Regional Chancellor.

Students are required to follow the policies and procedures outlined in the graduate and undergraduate catalogs for any academic issues.

B. Administrative and Financial Services

The Regional Vice Chancellor for Administrative and Financial Services may be contacted, but only after procedures have been followed regarding any university policies and/or issues in the areas of administrative services, campus business services, cost allocation services, human resources, financial services, public safety, facilities planning, construction and maintenance. If the issue is not resolved with the appropriate director of the department, only then will the issue be dealt with at the Regional Vice Chancellor level. If the issue still remains unresolved, the Regional Vice Chancellor of Administrative and Financial Services will forward the faculty, staff, student, or external constituent's concern to the Regional Chancellor.

C. External Affairs

The Regional Vice Chancellor for External Affairs may be contacted, but only after procedures have been followed regarding any university policies and/or issues in the areas of identity standards, USFSP logos, institutional development, community relations, special events, media protocols and fundraising. If the issue is not resolved with the appropriate employee, only then will the issue be dealt with at the Regional Vice Chancellor level. If the issue still remains unresolved, the Regional Vice Chancellor of External Affairs will forward the faculty, staff, student, or external constituent's concern to the Regional Chancellor.

D. Student Affairs

The Regional Vice Chancellor for Student Affairs may be contacted, but only after procedures have been followed regarding any university policies and/or issues in the areas of student government, student housing, recreation, counseling, student involvement, student recruitment, and the promotion of student development and learning. If the issue is not resolved with the appropriate director of the department, only then will the issue be dealt with at the Regional Vice Chancellor level. If the issue still remains unresolved, the Regional Vice Chancellor of Student Affairs will forward the faculty, staff, student, or external constituent's concern to the Regional Chancellor.

Students are required to follow procedures outlined in the Student Code of Conduct for all relevant issues.

E. USF System

Faculty, staff, students, and external constituents may directly contact the appropriate USF System offices for collective bargaining issues and/or to file a grievance if no resolution is

reached at USF St. Petersburg, provided that applicable time frames and requirements of other remedies are met.

Authorized and signed by:

Ashok K. Dhingra, Regional Vice Chancellor, Administrative & Financial Services

Margaret Sullivan, Regional Chancellor