



MEMORANDUM

TO: Finance & Administration Department Heads

FROM: Kyle C. Clark, Vice President for Finance & Administration

THRU: Renisha Gibbs, Assistant Vice President and Finance & Administration Chief of Staff

SUBJECT: Policy Development Procedures for the Division of Finance & Administration

DATE: January 6, 2017

This memorandum outlines policy development procedures for all departments in the Division of Finance and Administration (“F&A”). All university policies are adopted according to the procedures established in [FSU Policy 2-1, Development and Approval of University Policies](#), which requires that all policies be:

- Placed in a standard format (including numbering and section structure);
- Reviewed by the Office of General Counsel;
- Approved by a responsible executive for the issuing division; and
- Posted online for a 21-day notice period before the policy goes into effect.

All F&A policies must be approved by Kyle C. Clark, Vice President for Finance & Administration, before they are posted for notice. Renisha Gibbs is the coordinator for all F&A policies and will provide assistance with obtaining the Vice President’s approval for posting.

Policy Development Procedures for F&A

The following process should be followed for all policies developed or revised by F&A departments. Proposal of repeal of existing policies should also be submitted through this process.

- 1. Formatting & Drafting:** As new policies are created or existing policies are substantively revised:
 - Use the [Policy Template, available here](#), to ensure policies are properly formatted.
 - Use Microsoft Word and Times New Roman font, 11 pt.
 - Include an effective date for your policy where designated in the template. If no effective date is provided, it will be assumed that you want the policy to be effective as soon as the 21-day notice period ends.
 - For policies that are being revised, use *Track Changes* to show what content is being altered.

2. **Legal Review:** Once a final draft is ready, the department head should email the draft to the department's contact in the Office of General Counsel for legal review and approval.
 - If the draft is a revision to an existing policy, both a track-changed and clean version should be submitted.
3. **VP Approval & Notice Posting:** Once legal has approved the draft, the department head should email the policy draft to Assistant Vice President Renisha Gibbs, rgibbs@fsu.edu, who will coordinate obtaining Vice President Clark's approval and getting the policy posted online for the 21-day notice period.
 - In your email, confirm that you have obtained legal review.
 - If the draft is a revision to an existing policy, both a track-changed and clean version should be submitted.
4. **Adoption:** Once the 21-day notice period has ended. The policy can be adopted and will be [posted to the F&A policy website](#).

These steps must be followed for all policies that affect more than one department or unit. They do not apply to department-specific policies that only apply to individuals who work within the department drafting the policy. For example:

- If Human Resources creates a departmental policy setting a dress code for employees who work within Human Resources only, that policy would not have to go through these steps.
- If Human Resources creates a policy setting a dress code for all university employees, that policy would have to go through these steps.

Regulations

Creation, revision, or repeal of FSU regulations must follow the same general steps, except formatting is different, the changes must be noticed for 30 calendar days, and changes must ultimately be approved by the FSU Board of Trustees. More guidance on regulation development can be found here: policies.fsu.edu/Development-Instructions. Draft regulation changes should also be emailed to Renisha Gibbs as described above.

Contacts

Renisha Gibbs <i>Assistant Vice President</i>	Policy Coordinator for F&A	rgibbs@fsu.edu
Office of General Counsel	Legal review of policy drafts	http://generalcounsel.fsu.edu/Attorneys
Arthur Wiedinger <i>Associate General Counsel</i>	FSU Regulations	awiedinger@fsu.edu

If you have any questions, please contact Renisha Gibbs.

Thank you.