GE0001-UTSA: Procedure regarding UT System Administration Procedures	
Version:0001	Effective Date: 06/09/2023

Objective

This procedure states UT System Administration's (UTSA) processes for enacting: department-specific procedures; division-wide procedures; and procedures that apply to all UTSA departments.

Scope

This procedure applies to UTSA departments and employees, including UTSA employees located outside of the Knoxville area.

Procedure

I. Department and Divisional Procedures
  A. Development:
    1. Departments and divisions may establish department-specific or division-specific procedures, provided that the department or division procedures are not inconsistent with, or less restrictive than, University policies and procedures and UTSA procedures.
    2. Departments and divisions cannot issue the following: UTSA-wide procedures; University-wide policies; or University-wide procedures.
  B. Approval and Maintenance:
    1. Departments and division heads may establish internal procedures for reviewing and approving department or division procedures.
    2. Departments and division heads must maintain any internal procedures to ensure that the procedures are accurate and updated. UTSA recommends that its departments and divisions review their internal procedures at least once per year.

II. UTSA-wide Procedures
  A. Development:
    1. The President's or President's direct reports may propose creation, modification, or removal of unit-wide procedures.
    2. The Policy Office and the designated responsible official for policy review will review all draft UTSA procedures. Once in final form, the Policy Office or the designated official will forward to the President's executive leadership team (ELT). The ELT will have seven business days to review the procedure. During that seven-day period, if no ELT member requests substantive revisions, then the procedure will become effective on the eighth business day.

3. The Policy Office will publish all approved procedures as soon as reasonably possible after the procedure becomes effective.
   B. Approval and Maintenance
      1. The Policy Office will ensure that all UTSA are published on the appropriate UTSA Procedures webpage: https://policy.tennessee.edu/procedures/ut-system-utsa-procedures/

Penalties/Disciplinary Action for Non-Compliance

UTSA employees must follow this procedure when establishing procedures covered by this procedure.

Responsible Official & Additional Contacts

Subject Matter	Office Name	Telephone Number	Email/Web Address
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Related Policies/Guidance Documents

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