



NEW POLICY NUMBERING INDEX

UNT Policy Office

TABLE OF CONTENTS

Chapter 1 - Definitions, Style and Citations	2
Chapter 2 - Rule and Policy Development	3
Chapter 3 - Governance.....	4
Chapter 4 - Administration	5
Chapter 5 - Human Resources	6
Chapter 6 - Faculty Affairs.....	8
Chapter 7 - Student Affairs	10
Chapter 8 - Intellectual Property	11
Chapter 9 - Institutional Advancement.....	12
Chapter 10 - Fiscal Management	13
Chapter 11 - Facilities and Real Estate	15
Chapter 12 - Campus Safety and Security.....	16
Chapter 13 - Research.....	17
Chapter 14 - Information Technology.....	18
Chapter 15 - Risk Management Services.....	19
Chapter 16 - Equity and Diversity	20
Policies Pending Action	21

CHAPTER 1 - DEFINITIONS, STYLE AND CITATIONS

Old Policy #	New Policy #	Policy Name
1.3.1	01.001	Definition of Staff Members/EEO-Occupational-Categories

CHAPTER 2 - RULE AND POLICY DEVELOPMENT

Old Policy #	New Policy #	Policy Name
10.1	02.001	Policy on Policies

CHAPTER 3 - GOVERNANCE

Old Policy #	New Policy #	Policy Name
13.8	03.001	Mission Statement University of North Texas

CHAPTER 4 - ADMINISTRATION

Old Policy #	New Policy #	Policy Name
04.001	04.001	Campus Carry
10.6	04.002	Request for Information Made Under the Texas Public Information Act
15.1.16	04.003	Honorary Degree Awards Policy
15.1.34	04.004	University Ombuds
9.3	04.005	General University Operations During Absence of the President
1.2.15	04.006	Responsibilities and Rights of Employees Under UNT Compliance Program
9.12	04.007	Fraud Policy
10.10	04.008	Records Management and Retention
1.2.19	04.009	Reporting Suspected Wrongdoing
1.2.20	04.010	Reporting of Child Abuse and Neglect
10.17	04.011	Smoke-Free Campus Policy
10.17.1	04.012	UNT Tobacco Free Workplace Policy
10.13	04.013	Solicitation Policy
18.1.10	04.014	Reasonable Accommodations & Auxiliary Aids for People with Disabilities
6.8.1.2	04.015	Americans with Disabilities Act
10.14	04.016	Use of Alcoholic Beverages
17.3	04.017	University Archives
10.15	04.018	University Policy Statement on Diversity
7.1	04.019	Institutional Brand Identity Policy
6.1	04.020	University Mail Service
6.1.7	04.021	Distribution of Improperly Addressed USPS Mail
6.2	04.022	Printing Services and Copy Centers

CHAPTER 5 - HUMAN RESOURCES

Old Policy #	New Policy #	Policy Name
05.201	05.001	Student Employment College Work Study
05.002	05.002	Care Assessment Team
1.2.1	05.003	Age Limitations
1.2.12	05.004	Illegal Drugs and Alcohol
1.2.13	05.005	Confidential Background Check for Mental Health Services Providers
1.2.17	05.006	Criminal History Background Checks for Security Sensitive Positions
1.2.18	05.007	Criminal History Background Checks for Applicants for General Student Employment
1.2.2	05.008	Dual Employment and Other Activities
1.2.3	05.009	Employee Affidavit and Other Requirements
1.2.4	05.010	Employment of Non-Citizens
1.2.5	05.011	Employment of People with Disabilities/Workplace Accommodation
1.2.6	05.012	Employment of Relatives - Nepotism Rule
1.2.7	05.013	Office and Working Hours
1.2.8	05.014	Staff and Faculty Orientation
1.2.9	05.015	Ethics Policy
1.3.17	05.016	Training and Development
1.3.18	05.017	Training & Development/Educational Scholarships
1.3.2	05.018	Types of Staff Appointments
1.3.20	05.019	HIV/AIDS Education and Prevention Policy
1.3.21	05.020	Return to Work Program
1.3.23	05.021	Consensual Relationships
1.3.25	05.022	Flexible Work Schedule
1.3.3	05.023	Employee Information and Personal Data
1.3.4	05.024	Employment: Staff Personnel
1.3.5	05.025	Student Employment
1.3.6	05.026	Employment of Veterans
1.3.8	05.027	Reduction in Force
1.3.9	05.028	Posting of Position Openings
1.4.1	05.029	Absence/Attendance
1.3.10	05.030	Pre-Employment and Placement Testing
1.3.14	05.031	Retirement
1.3.15	05.032	Faculty Retirement with Modified Service
1.7.1	05.033	Staff Employee Discipline and Involuntary Termination
1.5.1	05.034	Optional Group Insurance Programs
1.5.2	05.035	Retirement Plans and Annuities
1.5.6	05.036	State Employee Organizations Membership fee Deduction
1.6.1	05.037	Classification of Jobs
1.6.2	05.038	Salary Administration - Staff

1.6.3	05.039	Longevity Pay/Hazardous Duty Pay
1.6.5	05.040	Supplemental Pay
1.6.6	05.041	Faculty and Staff Gifts and Awards
1.7.2	05.042	Grievance
1.7.3	05.043	Staff Performance Management
1.7.5	05.044	Voluntary Alternative Dispute Resolution System
1.7.7	05.045	Workplace Violence Policy
1.7.9	05.046	Privacy Policy
16.6	05.047	Drug-Free Workplaces
16.6.1	05.048	Drug-Free Workplace Statement
1.4.8	05.049	Military Leave
1.4.10	05.050	Sick Leave
1.4.10.3	05.051	Sick Leave Pooling
1.4.10.4	05.052	Disciplinary Action Related to Sick Leave
1.4.11	05.053	Time and Attendance/Leave Records
1.4.12	05.054	Time off for Voting
1.4.13	05.055	Vacation Leave
1.4.14	05.056	Absence to Attend Conferences and Professional Meetings
1.4.15	05.057	Leave with Pay for Assistance Dog Training
1.4.16	05.058	Administrative Leave for Fitness Program Participation
1.4.17	05.059	Leave with Pay for Volunteer Fire Fighters & Emergency Medical Service Volunteers
1.4.18	05.060	Leave with Pay for Foster Parents
1.4.19	05.061	Parental Leave
1.4.2	05.062	Compensatory Leave and Overtime
1.4.20	05.063	Leave with Pay for American Red Cross Certified Disaster Service Volunteers
1.4.21	05.064	Family and Medical Leave
1.4.3	05.065	Development Leave
1.4.4	05.066	Emergency/Administrative Leave
1.4.5	05.067	Holidays
1.4.6	05.068	Jury and Witness Duty
1.4.7	05.069	Leave of Absence without Pay
05.071	05.071	Nursing Mothers

CHAPTER 6 - FACULTY AFFAIRS

Old Policy #	New Policy #	Policy Name
06.1001	06.001	Evaluating, Awarding and Accepting Credit
06.2	06.002	Academic Appointment
18.1.16	06.003	Student Standards of Academic Integrity
15.0.1	06.007	Faculty Appointments and Granting of Tenure
15.0.2	06.008	Time Period Exclusion from the Probationary Period
15.1.10	06.009	Tenured Administrators Returning to Full-time Academic Status
15.1.11	06.010	Faculty Development Leave Policy and Guidelines
15.1.12	06.011	Faculty Leaves of Absence without Pay
15.1.14	06.012	Payment of Nine-Month Contracts
15.1.18	06.013	Conferring of Emeritus Status
15.1.2.4	06.014	Supplemental Policy on Evaluating Tenured Faculty at UNT
15.1.22	06.015	University Distinguished Teaching Professorship
15.1.23	06.016	University Distinguished Research Professorship
15.1.24	06.017	Regents Professorships
15.1.25	06.018	Annual Evaluation and Reappointment of Academic Administrator
15.1.26	06.019	Financial Exigency Policy
15.1.27	06.020	Recruitment and Selection of Teaching Fellows and Teaching Assistants
15.1.28	06.021	Orientation, Supervision, and Evaluation of Academic Assistants
15.1.30	06.022	Use of Academic Assistants in Large Classes
15.1.31.1	06.023	Program of Assistance to Faculty whose Primary Language is not English
15.1.32	06.024	Part-Time Faculty
15.1.33	06.025	Faculty Misconduct and Discipline
15.1.5	06.026	University of North Texas Policy for Graduate Faculty Membership
15.1.9	06.027	Academic Workload
15.2.11	06.028	Graduation with Honors
15.2.13	06.029	Academic Program Review and Discontinuation
15.2.14	06.030	Approval of Distributed Learning Courses and Programs
15.2.16	06.031	Pre-Finals Days, Reading Day, and Final Examinations
15.2.17	06.032	Distributed Learning-Creation, Use, Ownership, Royalties, Revision and Distribution of Electronically Developed Course Materials
15.2.18	06.033	Study Abroad Policy
15.2.19	06.034	Awarding Posthumous Degrees
15.2.20	06.035	Academic Freedom and Academic Responsibility
15.2.21	06.036	Joint Faculty Appointments
15.2.3	06.037	Course and Curriculum Development
15.2.4	06.038	Safety in Instructional Activities
15.2.5	06.039	Attendance Policy

15.2.7	06.040	Grade Appeals
17.5	06.041	Open Access, Self-Archiving, and Long-Term Digital Stewardship for University of North Texas Scholarly Works
18.1.20	06.042	Continuous Enrollment
18.3.13	06.043	Graduate Fellowship/Research Assistantship Load Specifications
19.8	06.044	Adoption & Pricing of Instructional Materials Including Classroom and Supplemental Texts Authored by UNT Faculty, Staff & Departments
15.2.8	06.045	Continuing Education Policy
16.8	06.046	Policy on Centers and Institutes
13.9	06.047	Shared Governance & Role of Advisory Committees & Academic Administration
13.1	06.048	Charter of the Faculty Senate

CHAPTER 7 - STUDENT AFFAIRS

Old Policy #	New Policy #	Policy Name
18.4.5	07.001	Student Travel Policy
07.002	07.002	Student Identity Verification, Privacy, and Notification in Distance Education Courses
18.5.2	07.003	UNT Student Health and Wellness Center
15.2.6	07.004	Satisfactory Academic Progress Requirements for Financial Assistance
18.3.5	07.005	Coordination of University Scholarship Administration
18.4.8	07.006	Free Speech and Public Assembly on Campus Grounds
15.2.12	07.007	Internships and Cooperative Education
18.5.1	07.008	Housing Policy
6.7	07.009	University Bookstore
10.7	07.010	Protected Health Information Privacy Policy
18.1.1	07.011	Admissions Policy
18.1.11	07.012	University of North Texas Code of Student Conduct
18.1.12	07.013	Hazing
18.1.21	07.014	Care Assessment Team and Involuntary Student Medical Withdrawal
18.1.22	07.015	Notification Regarding Missing Resident Students
18.1.23	07.016	Student Complaint Policy
18.1.8	07.017	Senior Citizens, Auditing Courses
18.1.9	07.018	FERPA Policy
18.4.2	07.019	Student Organizations
18.4.7	07.020	Student Services Fees
18.5.3	07.021	Legal Services
18.5.6	07.022	Administrative Entry and Searches of University Residence Halls
19.7	07.023	Textbook Adoption Policy
10.7A	07.024	Medical Services Transactions and Coding
18.1.6	07.025	Student Immunization and Screening/Testing
18.1.7	07.026	Health Insurance Policy for International Student
18.5.2.1	07.027	Medical Excuse from Class UNT Student Health & Wellness Center
18.5.8	07.028	Dismissal of Patient from Care
18.1.24	07.029	Prohibition of Camping on University Property
18.5.6.1	07.030	Procedures for Determining Whether a Student's Room Should Be Searched for Illegal
18.4.11	07.031	Intercollegiate Athletics Drug Education, Testing and Counseling Program

CHAPTER 8 - INTELLECTUAL PROPERTY

Old Policy #	New Policy #	Policy Name
16.13.3	08.001	Copyright Compliance Policy
19.2	08.002	College and University Photocopying for Classroom, Research and Library Use
16.13.1	08.003	Research Intellectual Property

CHAPTER 9 - INSTITUTIONAL ADVANCEMENT

Old Policy #	New Policy #	Policy Name
19.6	09.001	Naming Policy
7.2	09.002	Fundraising and Private Support

CHAPTER 10 - FISCAL MANAGEMENT

Old Policy #	New Policy #	Policy Name
2.2.10	10.001	Exemptions and Waivers from Tuition and Fees
2.0	10.002	Electronic Signatures/Approvals
2.0.1	10.003	Financial Reporting
2.0.2	10.004	Broadband Internet Connection Allowance
2.1.10	10.005	Accountholder Responsibility
2.1.10.1	10.006	Cash Handling Controls
2.1.11	10.007	Registration Fees
2.2.28	10.008	Stipends
2.1.13	10.009	Gifts and honorariums
7.6	10.010	Endowment Funds
9.001	10.011	Affiliated Entities
2.1.16	10.012	Invoicing Processing
2.1.17	10.013	Moving Policy
2.1.18	10.014	Reimbursement to Employees
2.1.19	10.015	Designated Headquarters
2.1.2	10.016	General Payment Information
2.1.3	10.017	Petty Cash, Demand Deposits, Working Funds
2.1.4	10.018	Memberships
2.1.5	10.019	Subscriptions
2.1.6	10.020	Food
2.1.7	10.021	Prepayments
2.1.8	10.022	Postage
2.1.9	10.023	Internal Revenue Service Regulations - Payment on Purchase Orders
2.2.1	10.024	Sales and Receipt of Funds
2.2.14	10.025	Faculty/Staff/Retiree/Dependent Educational Scholarships
2.2.17	10.026	General Property Deposits
2.2.20	10.028	Tuition and Fee Billing
2.2.22	10.029	Refunds
2.2.23	10.030	Identification Cards
2.2.24	10.031	Waiver Refund Request
2.2.26	10.032	Employee Indebtedness Owed to the University
2.2.27	10.033	Aid to Families with Dependent Children- Tuition and Fee Exemptions
2.2.29	10.034	Emergency Student Loan Program
2.2.31	10.035	Accepting Credit Cards
2.3.1	10.036	Budget Adjustments
2.3.2	10.037	Instructional Fees
2.3.3	10.038	New Deptids
2.4.1	10.039	Payroll
2.4.2	10.040	Employee Forms Employees Information Forms
2.4.3	10.041	Time Sheets

1.6.6.1	10.042	Tax Rules for Employee Gifts and Awards
4.0	10.043	Purchasing Services
4.0.22	10.044	Use of Private Consultant Services
4.0.23	10.045	Contracted Workforce - for Contract Under \$10,000
4.0.24	10.046	Contracted Workforce for Contracts of \$10,000 or More
4.1	10.047	Central Receiving
4.3	10.048	Asset Management
2.1.15	10.049	Travel
2.1.15.1	10.050	Spousal Travel
2.2.21	10.051	Returned Checks

CHAPTER 11 - FACILITIES AND REAL ESTATE

Old Policy #	New Policy #	Policy Name
6.3	11.001	Facilities Use Coordination
10.16	11.002	Space Management and Assignment
8.3	11.003	Signs, Posters and Advertisements
10.3.2	11.004	Real Property Acquisition-Eminent Domain
8.1	11.005	Access Control
8.7	11.006	Half Percent for Art Requirement for Capital Projects
8.8	11.007	Art in Public Places
8.2	11.008	Utilities Conservation
8.4	11.009	Construction Projects
8.6	11.010	Tree Preservation

CHAPTER 12 - CAMPUS SAFETY AND SECURITY

Old Policy #	New Policy #	Policy Name
9.1	12.001	University Police Enforcement
9.10	12.002	Disposal of Abandoned Property
9.2	12.003	Protection of Building and Grounds
9.5	12.004	Vehicle Operation and Parking
9.7	12.005	Policy for Prohibition of Sexual Assault
18.1.15	12.006	Disclosure of Campus Security Policy, Crime Statistics and Fire Safety Policy and Fire Statistics

CHAPTER 13 - RESEARCH

Old Policy #	New Policy #	Policy Name
16.12.3.1	13.001	Animal Care and Use Policy
16.12.3.10	13.002	Award Management of Sponsored Projects
16.12.3.11	13.003	Recovery and Distribution of Facilities and Administration Funds
16.12.3.2	13.004	Human Subjects Research Policy
16.12.3.3	13.005	Conflict of Interest Policy for Sponsored Projects
16.12.3.6	13.006	Research Misconduct Policy
16.12.3.7	13.007	Sponsored Projects
16.12.3.8	13.008	Proposal Submission to External Sponsors
16.12.3.9	13.009	Grants and Contracts Related to Sponsored Projects
16.13	13.010	Export Controls
16.12.3	13.011	Office of Research Compliance

CHAPTER 14 - INFORMATION TECHNOLOGY

Old Policy #	New Policy #	Policy Name
18.5.7	14.001	Student E-mail Policy
3.6	14.002	Information Security
3.10	14.003	Computer Use
3.11	14.004	Network Connections Policy
5.2	14.005	Electronic and Information Resources Accessibility Policy
8.5	14.006	Use of University Non-Wireless and Wireless Telephones, Telephone Lines, Fax Machines and Personal Computing Devices
3.9	14.007	Web Publishing Policy
5.1	14.008	Web Accessibility Policy

CHAPTER 15 - RISK MANAGEMENT SERVICES

Old Policy #	New Policy #	Policy Name
15.003	15.003	Program for Minors
1.2.14	15.004	DOT Drug & Alcohol Testing of Commercial Drivers
1.5.4	15.005	Worker's Compensation Insurance
10.2	15.006	Closing of Campuses Due to Extreme Weather Conditions
10.8	15.007	Insurance
11.2	15.008	University Driver
16.12.3.4	15.009	Biosafety Policy
16.12.3.5	15.010	Radiation Safety Policy
9.13	15.011	Food Safety
9.6	15.012	Risk Management Program
9.8.1	15.013	Animals in University of North Texas Buildings, Leased Facilities and On-Campus Properties

CHAPTER 16 - EQUITY AND DIVERSITY

Old Policy #	New Policy #	Policy Name
18.1.14	16.001	Disability Accommodation Policy for Students and Academic Units
9.8.2	16.002	Campus Access for Service and Comfort Animals for People With Disabilities
1.3.7	16.004	Nondiscrimination/Equal Employment Opportunity, Affirmative Action, and Non Retaliation
1.3.19	16.005	Sexual Harassment
1.3.24	16.006	Information and Procedural Guidelines for Pursuing and Resolving a Complaint of Discrimination, Including Sexual Harassment

POLICIES PENDING ACTION

Old Policy #	New Policy #	Policy Name
10.4		Contracts and agreements
6.6		University Dining Services
2.1.14		Interagency Payments
2.5.6		Interagency Contracts
8.1.2		Access Control-Electronic Devices
9.9		Building Code
10.3.1		Real Property Acquisitions
8.1.1		Procedure for Access Control