

ADMINISTRATIVE DIVISION University Administration		POLICY NUMBER UNIV 1.00
POLICY TITLE Policy on Policies		
SCOPE OF POLICY USC Upstate	REVISION DATE July 29, 2024	
RESPONSIBLE OFFICER Sheryl Turner-Watts, Vice Chancellor and Policy Liaison	ADMINISTRATIVE OFFICE Finance and Administration	

PURPOSE

This policy describes how USC Upstate policies and procedures are processed.

DEFINITIONS AND ACRONYMS

A **system policy** covers all campuses of the USC system.
A **USC Upstate Policy** is specific to the needs of USC Upstate.
ELT is the Executive Leadership Team, comprised of the Chancellor, Vice Chancellors, and the Associate Vice Chancellor for Marketing and Communications.

POLICY STATEMENT

USC Upstate’s policies and procedures are found on our website, listed alphabetically by subject. System policies are numbered, and USC Upstate’s policies are preceded with an asterisk to clearly identify their scope.

PROCEDURES

When a USC Upstate Policy falls under the same heading and title as a similar system policy, it will be named the same as the system policy, will be listed directly underneath it, and will be preceded with an asterisk. System policy always supersedes policy of a specific campus.

When the system does not have a policy for a USC Upstate Policy to fall under, it will stand alone, be preceded with an asterisk, and be named for the subject it represents under the heading it pertains to. This type of stand-alone policy needs General Counsel approval in addition to ELT approval when introduced as new or subsequently updated.

New USC Upstate policies or changes in USC Upstate policies will be approved by the Executive Leadership Team (ELT). A draft of the policy will be reviewed by ELT, and ELT members responsible for areas relevant to the policy will share the draft within their division for feedback before final ELT approval. Once approved by ELT, the new policy will be sent to the Policy Specialist, and reviewed by the Office of General Counsel, if necessary. Non-substantive revisions to existing policy may be approved directly by the ELT using an expedited approval process.

Other items of procedural value, but not reaching the level of policy (e.g. State Records Retention or Code of Academic Integrity), are listed under the policies in the heading they

pertain to. These items will be reviewed regularly and updated as necessary through the Policy Specialist.

HISTORY OF REVISIONS

Date of Revision	Reason
April 1, 2024	New policy approval
July 29, 2024	Language added to clarify approval process of new or changes in existing USC Upstate policies.