



THE UNIVERSITY  
*of* NORTH CAROLINA  
*at* CHAPEL HILL

# Institutional Policy Organization Systems

Comparative Analysis of UNC System and Peer Institutions

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July 20<sup>th</sup>, 2023

# Agenda

- 1 Key Question
- 2 UNC-System
- 3 Peer Institutions
- 4 Recommendations
- 5 Discussion

POLICY ORGANIZATION SYSTEMS

# Key Question



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

## POLICY ORGANIZATION SYSTEMS

# UNC-Chapel Hill



### Responsible Units

- [Adams School of Dentistry](#)
- [Board of Trustees](#)
- [Carolina Performing Arts](#)
- [Department of Athletics](#)
- [Finance and Operations](#)
- [Human Resources and Equal Opportunity and Compliance](#)
- [Information Technology Services](#)
- [Institutional Integrity and Risk Management](#)
- [Office of Internal Audit](#)
- [Office of the Chancellor](#)
- [Office of the Provost](#)
- [Office of University Counsel](#)



## Key Question

*Is it best for UNC-Chapel Hill to have a categorical, numerical, or hybrid policy organization system?*

## POLICY ORGANIZATION SYSTEMS

# No Organization System

**Berkeley** UNIVERSITY OF CALIFORNIA **Campuswide Policies and Procedures**

Policies Resources Quick Links search for keywords or phrases here

A-Z Listing  
Keyword Index  
New Policies

...here may not be accessible to all users. If you would like to be sent a copy of a campus policy ...policy@berkeley.edu and explain the format you require the policy in, and they will send one to you.

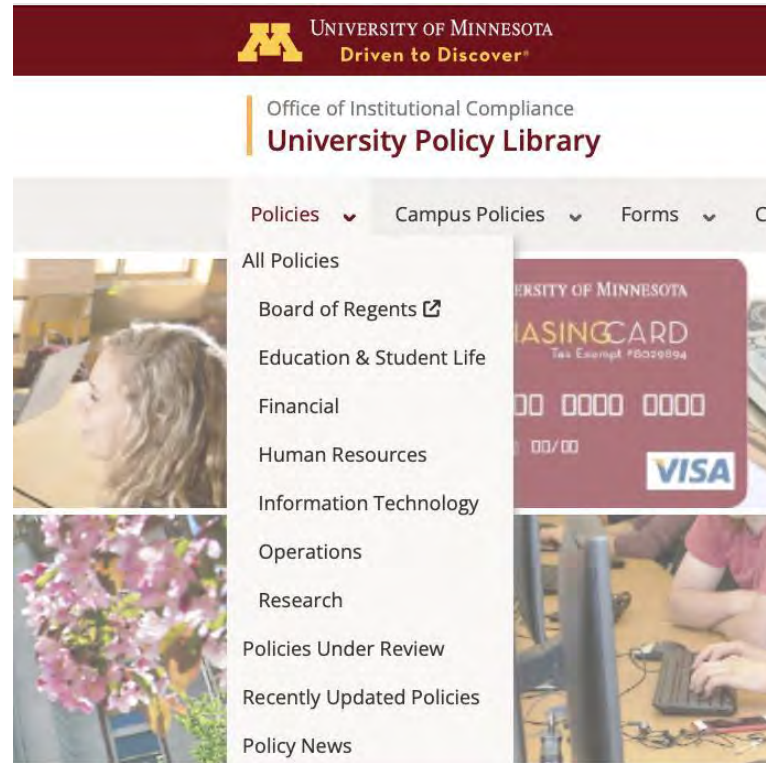
|A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z|

**A**

- ▶ Absence from Work, Staff
- ▶ Academic Coordinators
- ▶ Academic Freedom
- ▶ Academic Grievance Procedures, Non-Senate
- ▶ Academic Grievance Procedures, Senate
- ▶ Academic Integrity
- ▶ Academic Personnel Manual
- ▶ Academic Personnel Manual Revisions from 11/1/92
- ▶ Academic Personnel Records
- ▶ Academic Personnel, Nonresident
- ▶ Academic Program Review Process
- ▶ Academic Programs and Units, Review Process for
- ▶ Academic Safety Standards
- ▶ Academic Senate Bylaws and Regulations (UC Systemwide)

POLICY ORGANIZATION SYSTEMS

# Categorical System



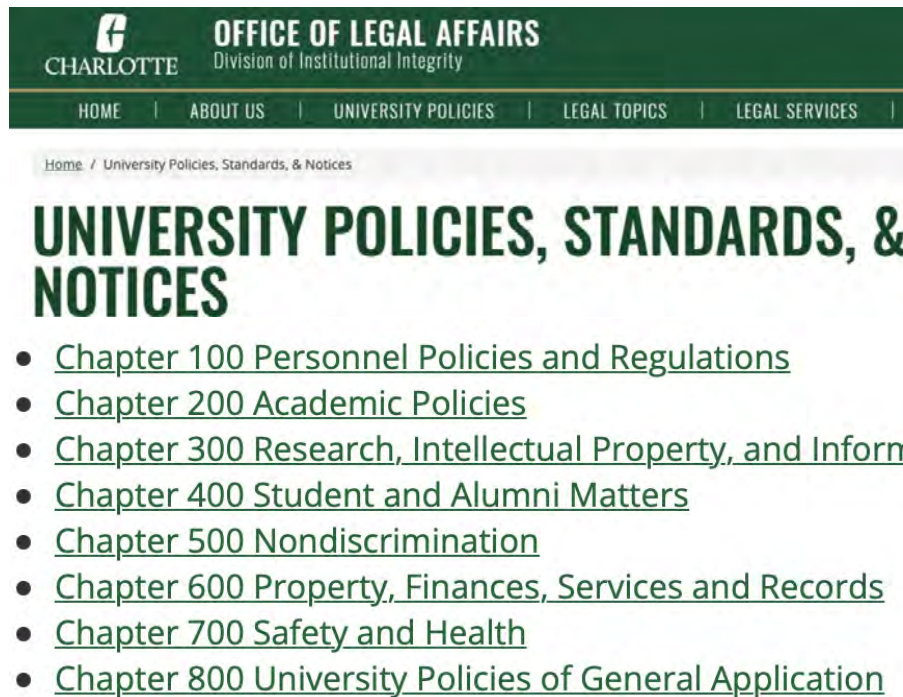
POLICY ORGANIZATION SYSTEMS

# Categorical System

<u>Policy Title</u>	<u>Type or Campus</u>	<b>Category</b>	<b>SubCategory</b>
<u>Academic Appointments with Teaching Functions</u>	Administrative	Human Resources	Hiring
<u>Academic Awards, Honors, and Recognition</u>	Administrative	Education & Student Life	Colleges, Departments, and Programs
<u>Academic Calendars: Twin Cities, Crookston, Morris, Rochester</u>	Administrative	Education & Student Life	Education
<u>Academic Catalog</u>	Rochester		
<u>Academic Freedom and Responsibility</u>	Board of		



# Numerical System



The screenshot shows the header of the Office of Legal Affairs website. The header is dark green with the University of North Carolina at Charlotte logo and the text "OFFICE OF LEGAL AFFAIRS" and "Division of Institutional Integrity". Below the header is a navigation menu with links for HOME, ABOUT US, UNIVERSITY POLICIES, LEGAL TOPICS, and LEGAL SERVICES. The main content area has a breadcrumb trail "Home / University Policies, Standards, & Notices" and a large heading "UNIVERSITY POLICIES, STANDARDS, & NOTICES". Below the heading is a list of eight policy chapters, each with a green bullet point and a green underline.

**OFFICE OF LEGAL AFFAIRS**  
Division of Institutional Integrity

HOME | ABOUT US | UNIVERSITY POLICIES | LEGAL TOPICS | LEGAL SERVICES

Home / University Policies, Standards, & Notices

## UNIVERSITY POLICIES, STANDARDS, & NOTICES

- [Chapter 100 Personnel Policies and Regulations](#)
- [Chapter 200 Academic Policies](#)
- [Chapter 300 Research, Intellectual Property, and Information Technology](#)
- [Chapter 400 Student and Alumni Matters](#)
- [Chapter 500 Nondiscrimination](#)
- [Chapter 600 Property, Finances, Services and Records](#)
- [Chapter 700 Safety and Health](#)
- [Chapter 800 University Policies of General Application](#)

## Numerical System

# 103 EMPLOYEES SUBJECT TO THE STATE HUMAN RESOURCES ACT

103.1	Title	Policy Owner
	<u>Classification of Positions Subject to the State Human Resources Act</u>	Business Affairs
103.2	<u>Managing the Performance of Employees Subject to the State Human Resources Act</u>	Business Affairs
103.3	<u>Secondary Employment of Employees Subject to the State Human Resources Act</u>	Business Affairs

# Numerical System

## Alphabetical Index

SEARCH UNIVERSITY POLICIES

Search

UNIVERSITY POLICIES

University Policies

New & Revised University Policies

• Chapter 100 Personnel Policies and Regulations

Chapter 200 Academic Policies

Chapter 300 Research, Intellectual Property, and Information Technology

Chapter 400 Student and Alumni Matters

### A

- [Access Control - University Policy 719](#)
- [Accounting for Annual Leave for FLSA-Exempt Employees Who Earn Leave - University Policy 101.19](#)
- [Acquisition and Disposition of Gift and Grant Property - University Policy 601.12](#)
- [Acquisition and Disposition of Real Property by Lease - University Policy 601.21](#)
- [Additional Compensation for Professional Services to the University - University Policy 101.15](#)
- [Administrative Separation and/or Retreat to a Faculty Position - University Policy 102.8](#)
- [Administrative Support for Professional Obligations - University Policy 601.3](#)
- [Alcoholic Beverages - University Policy 706](#)
- [Alumni Association - University Policy 401](#)
- [Amorous Relationships between Students and Faculty Members or Other University Employees - University Policy 101.3](#)
- [Animals on Campus - University Policy 704](#)
- [Annual and Sick Leave for Faculty Members - University Policy 102.4](#)
- [Appropriate Use of University Funds - University Policy 601.8](#)
- [Authority to Sign Contracts and Other Official Documents - University Policy 603.1](#)
- [Authorship Policy and Resolution Procedures - University Policy 318](#)

### B

- [Biosafety - University Policy 714](#)

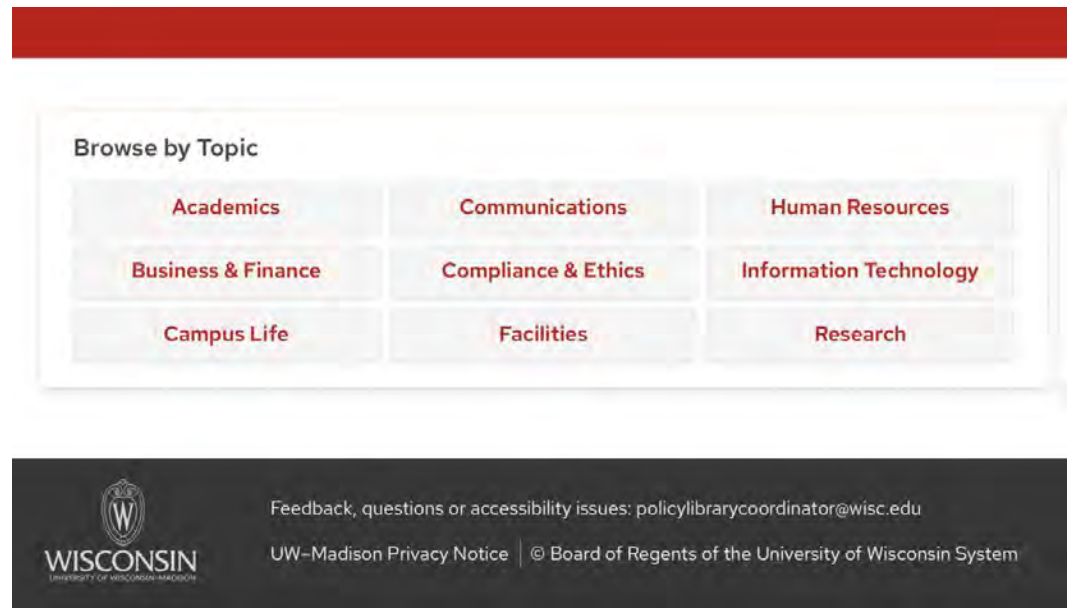
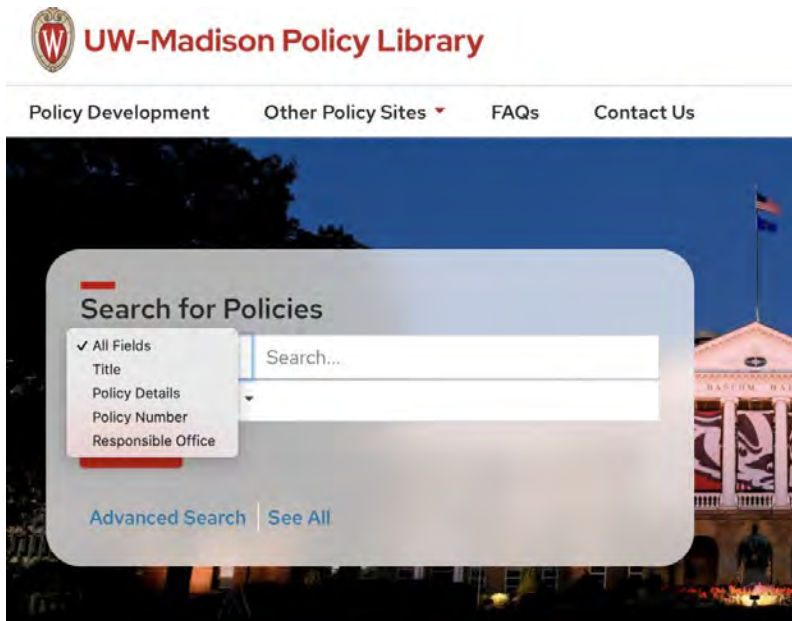
## POLICY ORGANIZATION SYSTEMS

# Hybrid System

The screenshot displays the UW-Madison Policy Library website. At the top, a red banner contains the text "University of Wisconsin-Madison". Below this is the "UW-Madison Policy Library" logo, which includes a red shield with a white 'W' and the text "UW-Madison Policy Library". A navigation menu below the logo includes "Policy Development", "Other Policy Sites", "FAQs", and "Contact Us". The main content area features a large background image of the University of Wisconsin-Madison building at night. Overlaid on this image is a search box titled "Search for Policies". The search box contains a dropdown menu for "All Fields", a search input field with "Search..." text, a dropdown for "Include All Policies", and a red "Search" button. Below the search box are links for "Advanced Search" and "See All". At the bottom of the page, a red banner contains the following text: "The UW-Madison Policy Library is the single, up-to-date resource for all university-level policies. Any university-level policy that is not in the library will not be considered official policy. We are beginning the process of incorporating school-, college-, and division-level policies into the library. If you are interested in moving your school, college, or division policies to the policy library, please email [policylibrarycoordinator@wisc.edu](mailto:policylibrarycoordinator@wisc.edu)." Below this text, there is a partially visible line of text: "To learn more about the library, visit [http://policy.library.wisc.edu](#) or contact the Policy Development...

## POLICY ORGANIZATION SYSTEMS

# Hybrid System



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# UNC-Chapel Hill



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- [Office of the Chancellor](#)
- [Office of the Provost](#)
- [Office of University Counsel](#)



# UNC-Chapel Hill

**Search** 77 Results

Q Search

**Search**

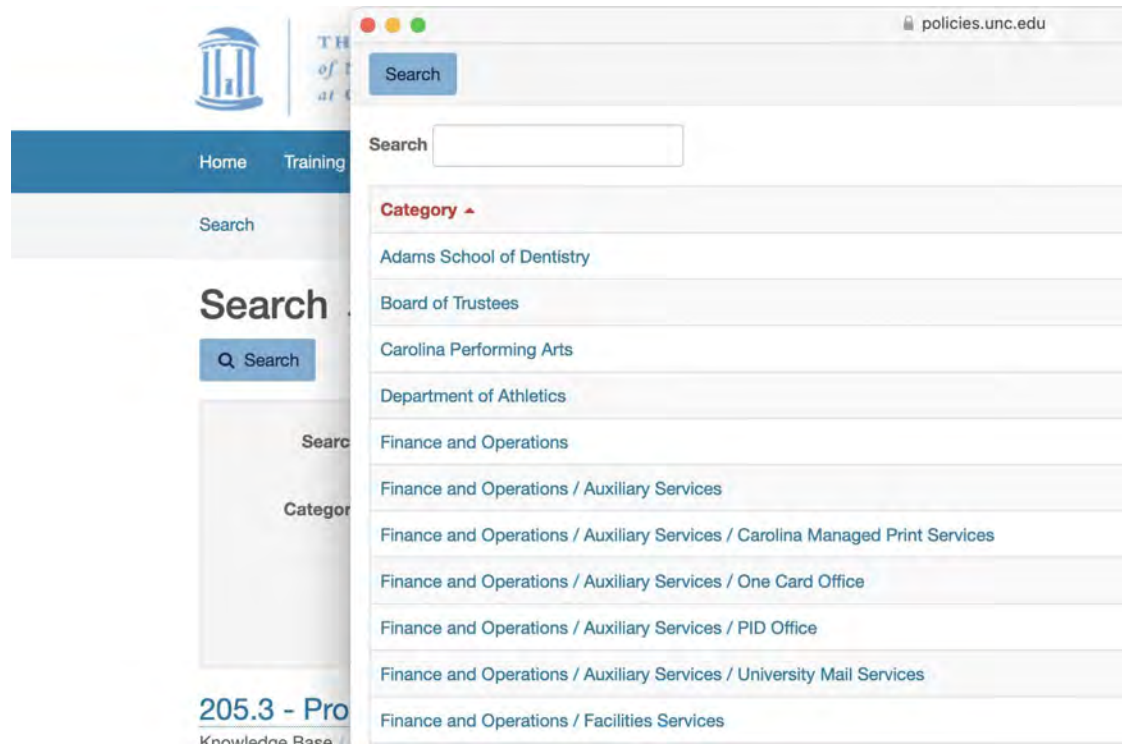
**Category**

Include Subcategories

[Adams School of Dentistry: Dress Code Policy](#)

## POLICY ORGANIZATION SYSTEMS

# UNC-Chapel Hill





POLICY ORGANIZATION SYSTEMS

# UNC System Institutions

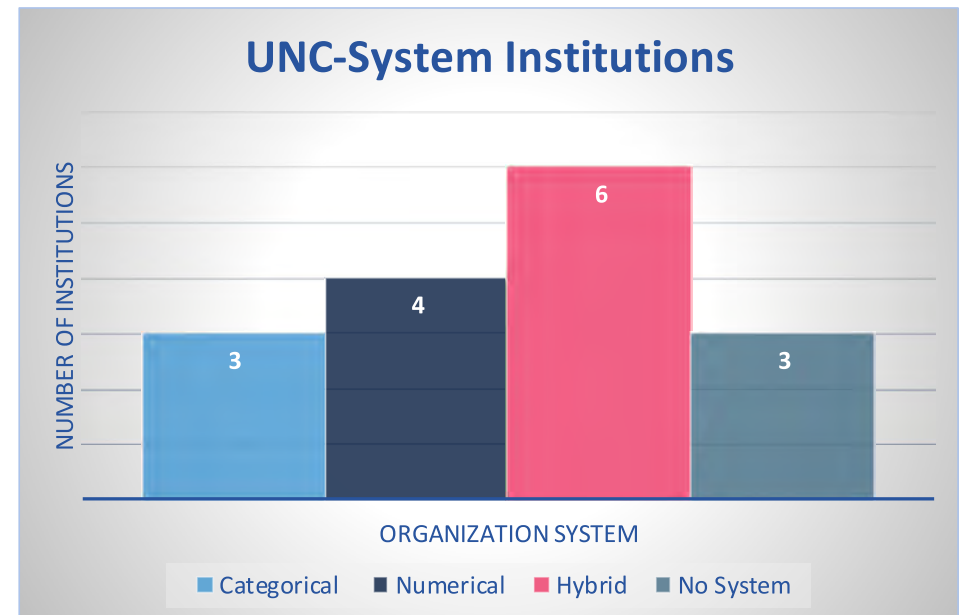


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## POLICY ORGANIZATION SYSTEMS

# UNC System Institutions

- 16 total UNC-System Institutions
- UNC is 1 of 3 using a categorical system
- Institutions that used numerical systems had an average of 226 policies
- UNC maintains 1206 policies



POLICY ORGANIZATION SYSTEMS

# Peer Institutions

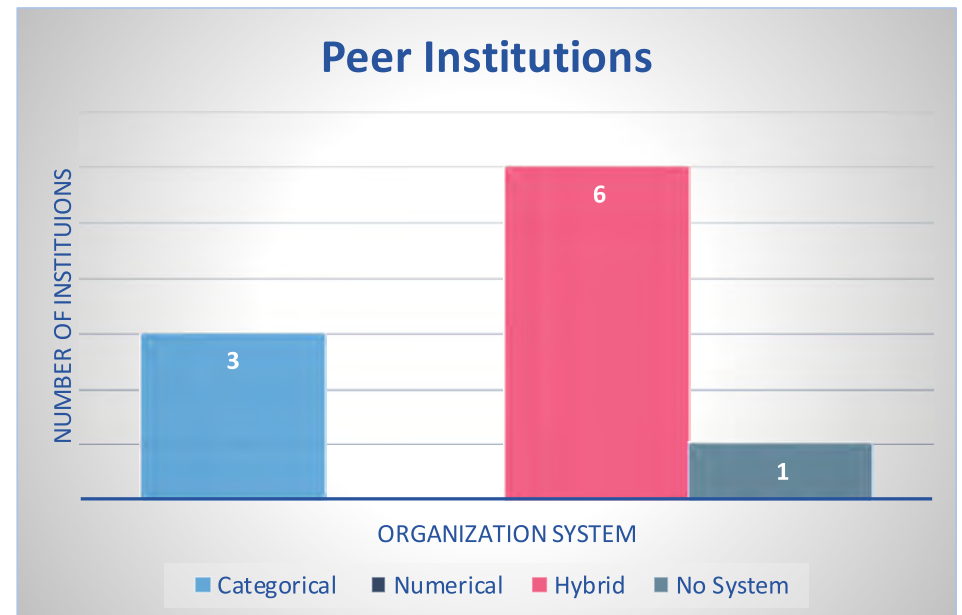


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## POLICY ORGANIZATION SYSTEMS

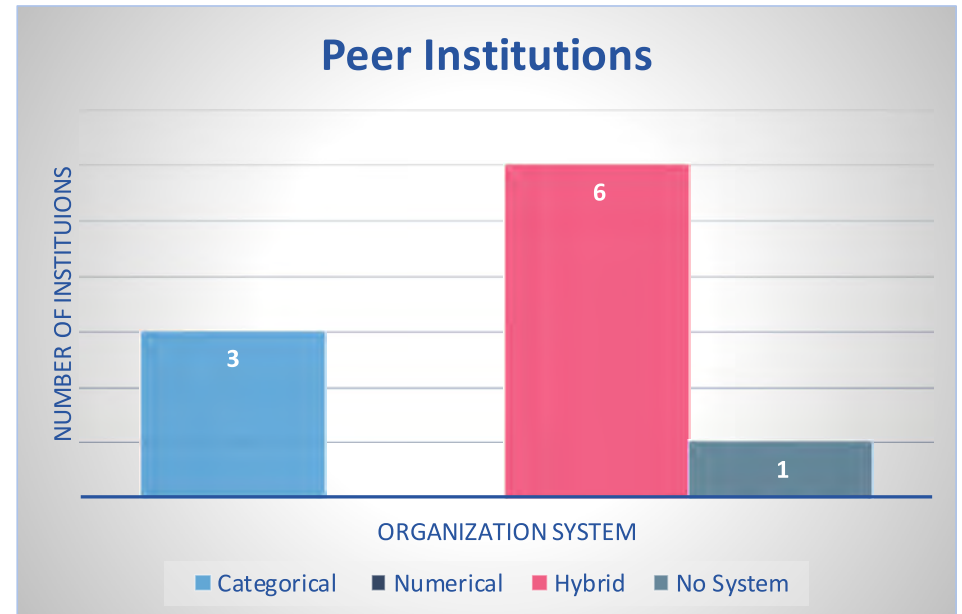
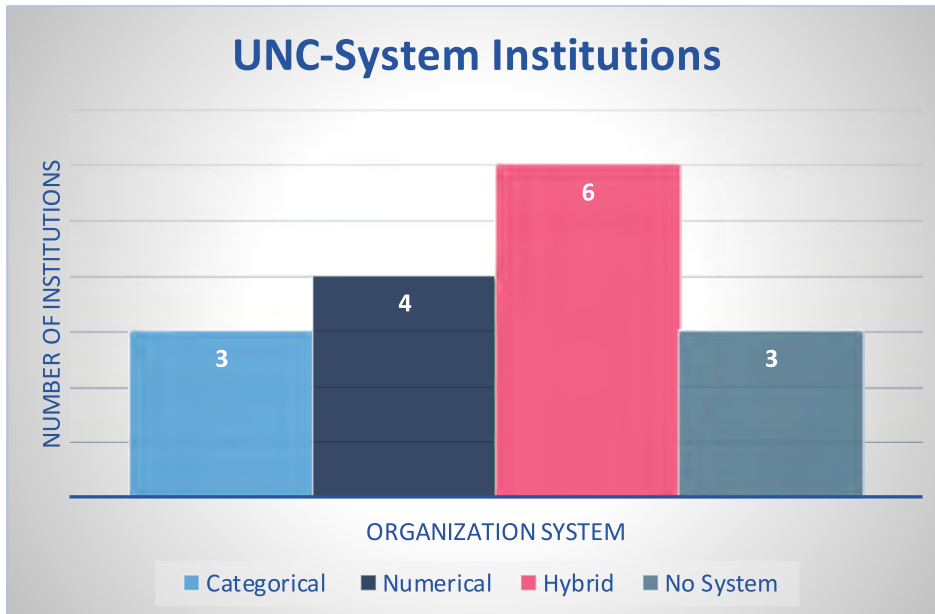
# Peer Institutions

- There are 10 Public Peer Institutions. Private Peer Institutions were not considered due to different regulations and reporting requirements.
- UNC is 1 of 3 using a categorical system
- No peer institutions use a numerical system
- The majority use a hybrid organization system



## POLICY ORGANIZATION SYSTEMS

# Peer Institutional Organization Comparison



POLICY ORGANIZATION SYSTEMS

# Recommendations



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# Recommendations

Utilize a categorical or hybrid system rather than purely numerical.



Maximize search bar efficiency and prominence.



Consider offering an alphabetical index.

POLICY ORGANIZATION SYSTEMS

# Discussion



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