Institutional Policy Organization Systems
Comparative Analysis of UNC System and Peer Institutions

Emma Thomas, Office of Ethics and Policy Intern
July 20th, 2023
POLICY ORGANIZATION SYSTEMS

Agenda

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

Institutional Integrity and Risk Management

Categories (9)

<table>
<thead>
<tr>
<th>Central Compliance</th>
<th>Conflict of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Management and Planning</td>
<td>Environment, Health &amp; Safety</td>
</tr>
<tr>
<td>Ethics and Policy Office</td>
<td>Export Controls Office</td>
</tr>
</tbody>
</table>
Key Question

Is it best for UNC-Chapel Hill to have a categorical, numerical, or hybrid policy organization system?
No Organization System
Policies Organization Systems

Categorical System
## Categorical System

<table>
<thead>
<tr>
<th>Policy Title</th>
<th>Type or Campus</th>
<th>Category</th>
<th>SubCategory</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Academic Appointments with Teaching Functions</em></td>
<td>Administrative</td>
<td>Human Resources</td>
<td>Hiring</td>
</tr>
<tr>
<td><em>Academic Awards, Honors, and Recognition</em></td>
<td>Administrative</td>
<td>Education &amp; Student Life</td>
<td>Colleges, Departments, and Programs</td>
</tr>
<tr>
<td><em>Academic Calendars: Twin Cities, Crookston, Morris, Rochester</em></td>
<td>Administrative</td>
<td>Education &amp; Student Life</td>
<td>Education</td>
</tr>
<tr>
<td><em>Academic Catalog</em></td>
<td>Rochester</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Academic Freedom and Responsibility</em></td>
<td>Board of</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Numerical System
# POLICY ORGANIZATION SYSTEMS

## Numerical System

### 103 EMPLOYEES SUBJECT TO THE STATE HUMAN RESOURCES ACT

<table>
<thead>
<tr>
<th>103.1</th>
<th>Title</th>
<th>Policy Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classification of Positions Subject to the State Human Resources Act</td>
<td>Business Affairs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>103.2</th>
<th>Title</th>
<th>Policy Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Managing the Performance of Employees Subject to the State Human Resources Act</td>
<td>Business Affairs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>103.3</th>
<th>Title</th>
<th>Policy Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Secondary Employment of Employees Subject to the State Human Resources Act</td>
<td>Business Affairs</td>
</tr>
</tbody>
</table>
POLICY ORGANIZATION SYSTEMS

Numerical System

Alphabetical Index

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 Retirement from 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
- Biographical - University Policy 214
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.

For more information, visit the UW-Madison Policy Library website or contact the Policy Development Office.
POLICY ORGANIZATION SYSTEMS

Hybrid System
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

Institutional Integrity and Risk Management

Categories (9)

- Central Compliance
- Conflict of Interest
- Emergency Management and Planning
- Environment, Health & Safety
- Ethics and Policy Office
- Export Controls Office
POLICY ORGANIZATION SYSTEMS

UNC-Chapel Hill

Search 77 Results

Search

Category
Adams School of Dentistry

Include Subcategories

Adams School of Dentistry: Dress Code Policy
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

• 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
Peer Institutional Organization Comparison

**UNC-System Institutions**

- **ORGANIZATION SYSTEM**: Categorical, Numerical, Hybrid, No System

- **NUMBER OF INSTITUTIONS**: 3, 4, 6, 3

**Peer Institutions**

- **ORGANIZATION SYSTEM**: Categorical, Numerical, Hybrid, No System

- **NUMBER OF INSTITUTIONS**: 3, 6, 1
POLICY ORGANIZATION SYSTEMS

Recommendations

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
Recommendations

Utilize a categorical or hybrid system rather than purely numerical.

Maximize search bar efficiency and prominence.

Consider offering an alphabetical index.
Discussion