



**BOARD OF REGENTS OF  
THE UNIVERSITY SYSTEM OF GEORGIA**

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August 10, 2017

Presidents  
University System of Georgia  
*sent via email*

Dear Presidents:

The Board of Regents (BOR) of the University System of Georgia (USG) met on August 8, 2017 in Atlanta, Georgia. During this meeting, the Board approved revisions to the BOR policy sections listed below. Many of these revisions were brought forward as part of the broader Policy Manual Review that is ongoing and being led by Legal Affairs and Organizational Effectiveness, with wide participation from USG institutions. The purpose of the review process and the revisions made at this meeting are to increase efficiency, to ensure consistency, and to simplify the BOR Policy Manual. At this meeting, changes were made to the following BOR policy sections:

**Officers of the Board of Regents**

- **Board Policy 1.1 Officers of the Board of Regents**
- **Board Policy 1.3 Secretary to the Board of Regents**
- **Board Policy 1.5 Other Officers**

**Student Affairs**

- **Board Policy 4.1.7 Sexual Misconduct Policy**
- **Board Policy 4.6.5 Standards for Institutional Student Conduct Investigations & Disciplinary Proceedings.**

**Finance & Business**

- **Board Policy 7.4 Private Donations to the USG and its Institutions**
- **Board Policy 7.4.1 Naming of Places, Colleges or Schools**

**Personnel**

- **Board Policy 8.2.24 Policy on Salary Administration and Incentive Rewards Program**

**Miscellaneous**

- **Board Policy 12.6 Service of Process**

Attached as an Exhibit is a document that shows the edited policy language and provides the effective date for the policy and helpful information regarding these revisions..

Chancellor's Policy Letter  
August 10, 2017  
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Please share widely with the appropriate offices on your campus. Information regarding changes to the BOR sexual misconduct policies was shared in a separate letter with each campus but is also being included here for completeness.

Sincerely,



Dr. Steve Wrigley  
Chancellor

Enclosure

cc: Tricia Chastain, Executive Vice Chancellor for Administration  
Dr. Tristan Denley, Executive Vice Chancellor for Academic Affairs  
Shelley Nickel, Executive Vice Chancellor for Strategy and Fiscal Affairs  
Sam Burch, Vice Chancellor for Legal Affairs and Secretary to the Board  
Marion Fedrick, Vice Chancellor for Human Resources  
John Fuchko, III, Vice Chancellor for Organizational Effectiveness  
Dr. Joyce Jones, Vice Chancellor for Student Affairs  
Dr. Bobby Laurine, Vice Chancellor and Chief Information Officer  
Charlie Sutlive, Vice Chancellor for Communications  
Terry Thompson, Vice Chancellor for Internal Audits  
Dr. Martha Venn, Deputy Vice Chancellor for Academic Affairs  
Claire Arnold, Associate Vice Chancellor for Fiscal Affairs  
Kimberly Ballard-Washington, Associate Vice Chancellor for Legal Affairs  
Tracey Cook, Associate Vice Chancellor for Fiscal Affairs & Budget Director  
Karin Elliott, Associate Vice Chancellor for Total Rewards  
Wesley Horne, Director of Ethics and Compliance  
Institutional Vice Presidents of Academic Affairs  
Institutional Vice President of Student Affairs  
Institutional Chief Business Officers  
Institutional Legal Officers  
Institutional Audit Directors

**Exhibit**  
**BOARD OF REGENTS POLICY MANUAL**  
**Revised Policies and Background Information**  
**Meeting of August 8, 2017**

**I. Revisions to Board Policy Sections 1.1 Officers of the Board and 1.5 Other Officers**

**A. Background:**

The revisions to BOR Policy 1.1 Officers of the Board and BOR Policy 1.5 Other Officers, are part of an ongoing Policy Review Initiative designed to increase efficiency, ensure consistency, and simplify the BOR Policy Manual.

Questions regarding these revisions should be directed to Sam Burch, Vice Chancellor for Legal Affairs at (404) 962-3255 or [sam.burch@usg.edu](mailto:sam.burch@usg.edu).

**B. Effective Date:**

The effective date of these revisions is August 8, 2017

**C. Revisions to Board Policy Sections 1.1 and 1.5 Shown with Markup:**

***1.1 Officers of the Board of Regents***

The officers of the Board of Regents shall be the Chair, Vice Chair, Chancellor, Secretary to the Board, and Treasurer. The Board of Regents may establish or abolish such offices and positions as may be necessary to carry out the functions of the Board.

***~~1.5 Other Officers~~***

~~The Board of Regents, on the recommendation of the Chancellor, may establish or abolish from time to time such offices and positions as may be necessary to carry out the functions of the Board.~~

**II. Revisions to Board Policy Sections 1.3 Secretary of the Board of Regents and 12.6 Service of Process**

**A. Background:**

The revisions made to BOR Policy 1.3 Secretary of the Board of Regents and BOR Policy 12.6 Service of Process allow the Secretary to the Board to designate agents for service of process for the Board of Regents and its members. Other revisions made to these policies are part of a broader Policy Review Initiative designed to increase efficiency, ensure consistency, and simplify the BOR Policy Manual.

Questions regarding these policy revisions should be directed to Sam Burch, Vice Chancellor for Legal Affairs at (404) 962-3255 or [sam.burch@usg.edu](mailto:sam.burch@usg.edu).

**B. Effective Date:**

The effective date of these revisions is August 8, 2017

**C. Revisions to Board Policy Sections 1.3 and 12.6 Shown with Markup:**

***1.3 Secretary to the Board of Regents***

The Secretary to the Board of Regents shall be elected by the Board of Regents upon the recommendation of the Chancellor, and shall not be a member thereof. The Secretary to the Board shall prepare the agenda for monthly Board meetings and shall assist in scheduling Board and committee meetings, and preparing and mailing meeting notices. He/she The Secretary shall keep accurate record of the proceedings of the meetings of the Board and of committees and shall be responsible for maintaining the Bylaws and the Policy Manual of the Board; for distributing and indexing the minutes; and for researching and retrieving Board actions; and, when requested, for scheduling Board members' visits to USG University System of Georgia institutions.

The Secretary to the Board shall keep in safe custody the Seal of the Board and shall affix the Seal to those documents requiring it. When it the seal is affixed to a document, it shall be attested by the Secretary's signature.

The Secretary and Assistant Secretaries to the Board and any designees of the Secretary shall be the agents for service of process for the Board of Regents and its members.

The Secretary to the Board shall perform such other duties and shall have such other powers as authorized by the Board.

***12.6 Service of Process (Reserved)***

[Reserved]

The Secretary and Assistant Secretaries to the Board shall be the agents for service of process for the Board of Regents and its members (BoR Minutes, June 2008).

**III. Revisions to Board Policy Sections 4.1.7 Sexual Misconduct Policy and 4.6.5 Standards for Institutional Student Conduct**

**A. Background:**

These revisions create a dual reporting relationship of institutional EEO Officers and Title IX Coordinators to Kimberly Ballard-Washington, Associate Vice Chancellor for Legal Affairs; require reporting to Kimberly's office of any student conduct case that could result in the suspension or expulsion of a student; and require that adjudication of all student discipline occur through the student conduct office.

Questions regarding these revisions should be directed to Kimberly Ballard-Washington, Associate Vice Chancellor for Legal Affairs at (404) 962-3255 or Kimberly.Ballard-Washington@usg.edu.

**B. Effective Date:**

The effective date of these revisions is Fall 2017.

**C. Board Policy Sections 4.1.7 and 4.6.5 are Shown Below in Final Form**

***4.1.7 Student Sexual Misconduct Policy***

In accordance with Title IX of the Education Amendments of 1972 (“Title IX”), the University System of Georgia (USG) does not discriminate on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring a safe learning and working environment for all members of the USG community. To that end, this Policy prohibits sexual misconduct, as defined herein.

In order to reduce incidents of sexual misconduct, USG institutions are required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community. Such programs will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

When sexual misconduct does occur, all members of the USG community are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout the USG in reporting and addressing sexual misconduct.

**Reporting Structure**

All Equal Opportunity directors and others having responsibility for coordination of Title IX (“Coordinators”) at USG institutions shall have a direct reporting relationship to both the institution’s President or the President’s designee and the USG System Director for Equity and Investigations (“System Director”). The President of each institution shall determine the organizational and operating reporting relationships for the Coordinators at the institution and exercise oversight of institutional issues relating to sexual misconduct. However, the System Director shall have authority to direct the Coordinators’ work at each institution as needed to address system-wide issues or directives. The President of each institution shall consult with the System Director on significant personnel actions involving Coordinators, to include but not be limited to, appointment, evaluation, discipline, change in reporting structure, and termination.

**4.1.7.1 Definitions and Prohibited Conduct**

**Community:** Students, faculty, and staff, as well as contractors, vendors, visitors and guests.

**Complainant:** An individual lodging a complaint. The complainant may not always be the alleged victim.

**Consent:** Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the incapacitation of another where the respondent knows or reasonably should have known of such incapacitation. Minors under the age of 16 cannot legally consent under Georgia law.

Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent.

Consent can be withdrawn at any time by either party by using clear words or actions.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged victim; by a person with whom the alleged victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the alleged victim.

**Incapacitation:** The physical and/or mental inability to make informed, rational judgments. It can result from mental disability, sleep, involuntary physical restraint, status as a minor under the age of 16, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.

**Nonconsensual Sexual Contact:** Any physical contact with another person of a sexual nature without the person's consent. It includes but is not limited to touching (or penetrating) of a person's intimate parts (such as genitalia, groin, breasts, or buttocks); touching (or penetrating) a person with one's own intimate parts; or forcing a person to touch his or her own or another person's intimate parts.

**Confidential Employees:** Institution employees who have been designated by the Institution's Coordinator to talk with an alleged victim in confidence. Confidential Employees must only report that the incident occurred and provide date, time, location, and name of alleged respondent (if known) without revealing any information that would personally identify the alleged victim. This minimal reporting must be submitted in compliance with Title IX and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). Confidential Employees may be required to fully disclose details of an incident in order to ensure campus safety.

**Privileged Employees:** Individuals employed by the institution to whom a complainant or alleged victim may talk in confidence, as provided by law. Disclosure to these employees will not automatically trigger an investigation against the complainant's or alleged victim's wishes. Privileged Employees include those providing counseling, advocacy, health, mental health, or

sexual-assault related services (e.g., sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers) or as otherwise provided by applicable law. Exceptions to confidentiality exist where the conduct involves suspected abuse of a minor (in Georgia, under the age of 18) or otherwise provided by law, such as imminent threat of serious harm.

**Respondent:** Individual who is alleged to have engaged in conduct that violates this Policy.

**Responsible Employees:** Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Confidential Employee or Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this Policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders).

**Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited.

Examples of sexual exploitation may include, but are not limited to, the following:

1. Invasion of sexual privacy;
2. Prostituting another individual;
3. Non-consensual photos, video, or audio of sexual activity;
4. Non-consensual distribution of photo, video, or audio of sexual activity, even if the sexual activity was consensual;
5. Intentional observation of nonconsenting individuals who are partially undressed, naked, or engaged in sexual acts;
6. Knowingly transmitting an STD or HIV to another individual through sexual activity;
7. Intentionally and inappropriately exposing one's breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or
8. Sexually-based bullying.

**Sexual Harassment:** Unwelcome verbal, nonverbal, or physical conduct, based on sex or on gender stereotypes, that is implicitly or explicitly a term or condition of employment or status in a course, program, or activity; is a basis for employment or educational decisions; or is sufficiently severe, persistent, or pervasive to interfere with one's work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one's ability to participate in or to benefit from an institutional program or activity.

**Sexual Misconduct:** Includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, sexual exploitation, sexual harassment and stalking.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial

emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.

#### **4.1.7.2 Reporting Sexual Misconduct**

A complainant of sexual misconduct may, but need not, file a criminal complaint with law enforcement officials; file a misconduct report with a Responsible Employee or Coordinator; or file both. A report may be filed anonymously, although anonymous reports may make it difficult for the institution to address the complaint. Any individual who believes that he or she has been a victim of sexual misconduct is encouraged to report allegations of sexual misconduct promptly.

All reports of sexual misconduct alleged to have been committed by a student must be handled consistently with requirements set forth in Section 4.6.5, *Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings*.

All reports of sexual misconduct alleged to have been committed by a non-student member of the institution community will be addressed and/or resolved through the institution's and the Board of Regents' applicable policies for discipline of non-students.

#### **4.1.7.2 (A) Institutional Reports**

Complainants of sexual misconduct who wish to file a report with the institution should notify a Responsible Employee or the Coordinator. Responsible Employees informed about sexual misconduct allegations involving any student should not attempt to resolve the situation, but must notify and report all relevant information to the Coordinator as soon as practicable. Confidential Employees are not bound by this requirement but may be required to report limited information about incidents without revealing the identities of the individuals involved to the Title IX Coordinator, consistent with their ethical and legal obligations. All members of the University System of Georgia institutions' communities are encouraged to report incidents of sexual misconduct promptly.

The Coordinator's identity and contact information shall be published by each institution prominently on the institution's website, as well as in any relevant publication. Each institution may choose to have Deputy Title IX Coordinators to whom reports may be made, as well. Institutions should encourage complainants to report their complaints in writing, though oral complaints should also be accepted, taken seriously, and investigated, to the extent possible. While complaints should be made as quickly as possible following an alleged incident of sexual misconduct, all reports should be accepted regardless of when reported.

The Coordinator shall refer to the System Director any allegation(s) of sexual misconduct that could, standing alone as reported, lead to the suspension or expulsion of the respondent(s). The System Director will work with the institution to determine whether any interim measure(s) are

necessary and to assign an investigator who will work under the direction of the System Director or designee, if directed by System Director. If an allegation is not initially identified as one that would lead to the suspension or expulsion of the respondent(s), but facts arise during the course of the investigation that would require transfer to the System Director, the Title IX Coordinator shall transfer oversight to the System Director or designee. The System Director shall have the discretion to retain oversight or transfer oversight to the institution.

#### **4.1.7.2 (B) Law Enforcement Reports**

Because sexual misconduct may constitute criminal activity, a complainant also has the option, should he or she so choose, of filing a report with campus or local police, for his or her own protection and that of the surrounding community. The institution may assist the complainant in reporting the situation to law enforcement officials.

Complainants considering filing a report of sexual misconduct with law enforcement should preserve any evidence of sexual misconduct, including, but not limited to, the following:

1. Clothing worn during the incident including undergarments;
2. Sheets, bedding, and condoms, if used;
3. Lists of witnesses with contact information;
4. Text messages, call history, social media posts;
5. Pictures of injuries; and/or
6. Videos.

#### **4.1.7.2 (C) Anonymous Reports**

Each institution shall provide a mechanism by which individuals can report incidents of alleged sexual misconduct anonymously. Complainants should understand, however, that it will be more difficult for the institution to investigate and to take action upon anonymous reports.

#### **4.1.7.2 (D) Retaliation**

Anyone who, in good faith, reports what he or she believes to be misconduct under this Policy, or who participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes that he or she has been the target of retaliation for reporting, participating, cooperating in, or otherwise being associated with an investigation should immediately contact the Coordinator for the institution. Any person found to have engaged in retaliation in violation of this Policy shall be subject to disciplinary action.

#### **4.1.7.2 (E) False Complaints**

Individuals are prohibited from intentionally giving false statements to a system or institution official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this Policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated under the student conduct policy.

#### **4.1.7.2 (F) Amnesty**

Individuals should be encouraged to come forward and to report sexual misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by an individual during an investigation concerning use of drugs or alcohol will not be used against the particular individual in a disciplinary proceeding or voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

#### **4.1.7.3 Handling Reports of Sexual Misconduct**

##### **4.1.7.3 (A) Support Services**

Once a student or employee makes a complaint or receives notice that a complaint has been made against him or her, or the coordinator otherwise learns of a complaint of sexual misconduct. The complainant, respondent and alleged victim (where applicable) should receive written information about support services, such as counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and legal assistance, available at the student's institution.

Information on support services will be provided regardless as to whether an individual elects to go forward with filing a formal complaint of sexual misconduct or with notifying law enforcement. Information on support services will also be provided to students and employees, regardless of where the alleged misconduct occurs.

Available support services should also be listed on the institution's Title IX website.

##### **4.1.7.3 (B) Interim Measures**

Interim measures may be undertaken at any point after the institution becomes aware of an allegation of sexual misconduct and should be designed to protect the alleged victim and the community.

Before an interim suspension is issued, the institution must make all reasonable efforts to give the respondent the opportunity to be heard, consistent with the provisions in Policy 4.6.5.

##### **4.1.7.3 (C) Jurisdiction**

Each USG institution shall take necessary and appropriate action to protect the safety and well-being of its community. Sexual misconduct allegedly committed by a student are addressed by this Policy when the misconduct occurs on institution property, or at institution-sponsored or affiliated events, or off-campus, as defined by the institution's student conduct policies.

##### **4.1.7.3 (D) Advisors**

Both the alleged victim and respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense for the express purpose of providing advice and counsel, pursuant to the provisions of Policy 4.6.5.

#### **4.1.7.3 (E) Informal Resolutions**

Allegations of sexual misconduct may be resolved informally, without a determination of misconduct, if all of the following are met:

- 1) When complainant(s) and respondent agree to an informal resolution;
- 2) When the initial allegation could not result in expulsion;
- 3) When the complainant(s) and respondent(s) agree to the terms of the informal resolution; and
- 4) When the investigator concludes that informal resolution is in the best interest of the parties and the institution's community.

The alleged victim(s) and respondent(s) have the option to end informal resolution discussions and request a formal process at any time before the terms of an informal resolution are reached. However, matters resolved informally shall not be appealable.

#### **4.1.7.3 (F) Timeframe**

Efforts will be made to complete the investigation within a reasonable timeframe, which will be determined based upon the allegations, availability of witnesses and/or evidence, etc. in a particular case. When the timeframe will extend past the reasonable timeframe, the parties will be informed of the delay and the reason for the delay. The investigator shall keep the parties informed of the status of the investigation.

#### **4.1.7.4 Investigations**

All sexual misconduct investigations involving a student respondent, whether overseen by the institution's Coordinator or the System Director, shall follow the investigation process set forth in Section 4.6.5, *Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings*.

#### **4.1.7.5 Hearings, Possible Sanctions and Appeals**

All sexual misconduct hearings, sanctions, and appeals involving a student respondent, whether overseen by the institution's Coordinator or the System Director, shall follow the investigation process set forth in Section 4.6.5, *Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings*.

All sexual misconduct adjudication involving an employee respondent, shall be addressed utilizing the institution's employment policies and procedures.

### ***4.6.5 Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings***

This Policy establishes minimum procedural standards for investigations and resolutions of alleged student conduct violations, which each institution must incorporate into its respective student conduct policies. The purpose of this Policy is to ensure uniformity in the quality of

investigations while providing for due process that affords fairness and equity in all student conduct investigations.

These procedures apply to matters relating to student misconduct, except matters relating to academic dishonesty, which may be covered under separate institutional policies. Institutions shall inform students of their procedures governing student misconduct complaints and investigations.

#### **4.6.5.1 Reports of Student Misconduct**

Institutions must provide clear notice to students and other campus community members as to how to file complaints of misconduct.

Complaints to the appropriate department and/or person(s) should include as much information as possible – such as: (1) the type of misconduct alleged; (2) the name and contact information of the individual(s) accused of misconduct; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made.

Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct. Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) shall be assessed in compliance with federal law.

Where appropriate, complainants may file a law enforcement report as well as an institutional report, but are not required to file both.

1. Confidentiality: Where a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, the institutions should consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment for the institution and conducting an effective review of the allegations. The institution should inform the requesting party that the institution cannot guarantee confidentiality.
2. Retaliation: Anyone who, in good faith, reports what she or he believes to be student misconduct participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the appropriate department or individual(s) for that institution. Any person found to have engaged in retaliation in violation of the student conduct policy shall be subject to disciplinary action, pursuant to the institution’s policy.
3. False Complaints/Statements: Individuals are prohibited from intentionally giving false statements to an institution official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this Policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated under the student conduct policy.

4. **Amnesty:** Students should be encouraged to come forward and report violations of the law and/or student code of conduct notwithstanding their own improper use of alcohol or drugs. Any student(s) who voluntarily and in good faith reports information to college or university faculty or staff prior to any investigation concerning use of drugs or alcohol will not be voluntarily reported to law enforcement; nor will information that the individual provides be used against the individual for purposes of conduct violations. Nevertheless, these students may be required to meet with staff members in regard to the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction.

Nothing in this amnesty procedure shall prevent a university staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

#### **4.6.5.2 Process for Investigating and Resolving Disputed Reports**

**Jurisdiction:** Each institution shall take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, student conduct should be addressed when such acts occur on institution property, at institution-sponsored or affiliated events, or otherwise violate the institution's student conduct policies, regardless as to where such conduct occurs. If the student has admitted responsibility and has voluntarily decided to participate in the informal process, the procedures outlined in this section will not apply.

**Access to Advisors:** The respondent and alleged victim (where applicable), as parties to these proceedings, shall have the right to have an advisor (who may or may not be an attorney) of his or her choosing, and at his or her own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The advisor may advise his or her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions posed to the advisee, but shall not participate directly during the investigation or hearing process. The institution shall not prohibit family members of a party from attending the hearing if the party requests such attendance, but may limit each participant to having two family members present.

**Initial Evaluation of Student Conduct Reports:** Regardless of how an institution becomes aware of misconduct, the institution shall ensure a prompt, fair, and impartial review and resolution of complaints alleging student misconduct. Where a report of student misconduct has been made to the appropriate department and/or person, the institution shall review the complaint to determine whether the allegation(s) describes conduct in violation of the institution's policies and/or code of conduct. If the reported conduct would not be a violation of the institution's policies and/or code of conduct, even if true, then the report should be dismissed. Otherwise, a prompt, thorough, and impartial investigation, and review shall be conducted into each complaint received to determine whether charges against the respondent should be brought.

Where a report of student misconduct alleges sexual misconduct or other forms of harassment and/or discrimination, the report will be referred to and the investigation will be conducted

through or as directed by the appropriate office trained and equipped to investigate such matters.

Any report that involves allegation(s) of conduct that could lead to the suspension or expulsion of the respondent(s) in an initial violation must be promptly reported to the System Director by the institution. The System Director will work with the institution to determine whether any interim measure(s) are necessary, to assign an investigator and will collaboratively supervise the investigation with the appropriate institution professional (e.g., the Title IX Coordinator, Dean of Students). If an allegation is not initially identified as one that could lead to suspension or expulsion of the respondent(s), but facts arise during the course of the investigation that would require oversight from the System Director, then the institution shall report that case to the System Director or her designee prior to proceeding.

### **Interim Measures**

Interim measures may be provided by the institution at any point during an investigation and should be designed to protect the alleged victim and the community. To the extent interim measures are imposed, they should minimize the burden on both the alleged victim and the respondent, where feasible. Interim measures may include, but are not limited to:

1. Change of housing assignment;
2. Issuance of a “no contact” directive;
3. Restrictions or bars to entering certain institution property;
4. Changes to academic or employment arrangements, schedules, or supervision;
5. Interim suspension; and
6. Other measures designed to promote the safety and well-being of the parties and the institution’s community.

An interim suspension should only occur where necessary to maintain safety and should be limited to those situations where the respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the alleged victim or the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.

Before an interim suspension is issued, the institution must make all reasonable efforts to give the respondent the opportunity to be heard on whether his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension take effect immediately. Upon request, the respondent will have an opportunity to be heard by the respective conduct officer, Title IX Coordinator, or System Director, as appropriate, within three business days in order to determine whether the interim suspension should continue.

### **Investigation**

Throughout any investigation and resolution proceedings, a party shall receive written notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to

remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in an investigation, the investigation may still proceed and policy charges may still result and be resolved. Additionally, in any investigation involving allegations of sexual misconduct, timely notice of meetings shall be provided to each party of any meeting at which the complainant, respondent or alleged victim may be present. Timely and equal access to information that will be used during the investigation will be provided to the complainant, respondent and alleged victim (where applicable).

Where the potential sanctions for the alleged misconduct may involve a suspension or expulsion (even if such sanctions were to be held “in abeyance,” such as probationary suspension or expulsion) the institution’s investigation and resolution procedures must provide the additional minimal safeguards outlined below.

1. The alleged victim and respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the address on file.
2. Upon receipt of the written notice, the respondent shall have at least three business days to respond in writing. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A non-response will be considered a general denial of the alleged misconduct. Any alleged victim shall also be provided three business days to respond to or to supplement the notice.
3. If the respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
4. If at any point the investigator determines there is insufficient evidence to support a charge or to warrant further consideration of discipline, then the complaint should be dismissed.
5. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party’s proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.
6. The initial investigation report shall be provided to the respondent and the alleged victim (where applicable). This report should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions. For purposes of this Policy, a charge is not a finding of responsibility, but indicates that there is sufficient evidence to warrant further consideration and adjudication.
7. The final investigation report should be provided to the misconduct panel or hearing officer for consideration in adjudicating the charges brought against the respondent. A copy shall also be provided to the respondent and alleged victim (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.

### **Resolution/Hearing**

In no case shall a hearing to resolve charge(s) of student misconduct take place before the investigative report has been finalized.

Where the respondent indicates that he or she contests the charges, the matter shall be set for a hearing and once the investigative report has been finalized and copies provided to the respondent and alleged victim (where applicable); however, the alleged victim (where applicable) and respondent may have the option of selecting informal resolution as a possible resolution in certain student misconduct cases where they mutually agree, except where deemed inappropriate by the Vice President for Student Affairs (or his/her designee) or the System Director.

Where a case is not resolved through informal resolution or informal resolution is not available due to the nature of the charges, the respondent shall have the option of having the charges heard either by an administrator (hearing officer) or a hearing panel. However, all cases involving charges of sexual misconduct that go to a hearing shall be heard by a panel of staff and/or faculty. Sexual misconduct panel members shall receive appropriate annual training as directed by the System Director or Coordinator and required by the Clery Act. If an administrative hearing is requested, the respondent shall use his or her discretion to determine whether the case should be heard by a hearing panel. Notice of the date, time, and location of the hearing shall be provided to the respondent, complainant, and alleged victim (where applicable) at least five business days prior to the hearing. Notice shall be provided via institution email where applicable. Additionally, the following standards will apply to any such hearing:

The respondent shall have the right to present witnesses and evidence to the hearing officer or panel. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard. Both parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the hearing officer for consideration. Advisors may actively assist in drafting questions. The Panel shall ask the questions as written and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the respondent(s). In any event, the Panel shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.

1. Where the hearing officer or panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the hearing officer or panel may establish special procedures for providing testimony from a separate location. In doing so, the hearing officer or panel must determine whether there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the hearing officer or panel will disregard or discount the testimony.

In sexual misconduct cases, the hearing officer reserves the right to allow a party to testify in a separate room, so long as no party is unfairly disadvantaged by this procedure. A party must still give testimony in the presence of the Panel, and the opposing party must have the opportunity to view the testimony remotely and to submit follow-up questions.

2. Formal civil rules of evidence do not apply to the investigatory or resolution process.
3. The standard of review shall be a preponderance of the evidence; however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.

4. Institutions should maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings, and/or video recordings.
5. Following a hearing, both the respondent and alleged victim (where applicable) shall be simultaneously provided a written decision via institution email (where applicable) of the outcome and any resulting sanctions. The decision should include details on how to appeal, as outlined below. Additionally, the written decision must summarize the evidence in support of the sanction. The same form will be completed, regardless of whether the student opts for a hearing panel or an administrative proceeding.

### **Possible**

### **Sanctions**

In determining the severity of sanctions or corrective actions the following should be considered: the frequency, severity, and/or nature of the offense; history of past conduct; an offender's willingness to accept responsibility; previous institutional response to similar conduct; strength of the evidence; and the wellbeing of the university community. The hearing panel, hearing officer or administrator that found that a policy violation occurred will determine sanctions and issue notice of the same, as outlined above.

The broad range of sanctions includes: expulsion; suspension for an identified time frame or until satisfaction of certain conditions or both; temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating no-contact orders; required participation in sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas); additional academic requirements relating to scholarly work or research; financial restitution; or any other discretionary sanctions directly related to the violation or conduct.

### **4.6.5.3 Appeals**

Where the sanction imposed includes a suspension or expulsion (even for one held in abeyance), the following appellate procedures must be provided. The alleged offender (and in cases involving sexual misconduct or other forms of discrimination and/or harassment, the alleged victim) shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing; (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias; or (3) to allege that the finding was inconsistent with the weight of the information.

Appeals may be made for the above reasons in any case where sanctions are issued, even when such sanctions are held "in abeyance," such as probationary suspension or expulsion.

The appeal must be made in writing, and must set forth one or more of the bases outlined above, and must be submitted within five business days of the date of the final written decision. The appeal should be made to the institution's Vice President for Student Affairs or his/her designee.

The appeal shall be a review of the record only, and no new meeting with the respondent or any alleged victim is required. The Vice President, or his or her designee, may affirm the original finding and sanction, affirm the original finding but issue a new sanction of lesser severity, remand the case back to the decision-maker to correct a procedural or factual defect, or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The Vice President or his or her designee shall then issue a decision in writing to the respondent within a reasonable time period.

The decision of the Vice President or his or her designee may be appealed in writing within five business days (as determined by the date of the decision letter) to the President of the institution solely on the three grounds set forth above.

The President may affirm the original finding and sanction, affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to the decision maker to correct a procedural or factual defect, or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President's decision shall be simultaneously issued in writing to the complainant, the respondent and the alleged victim (where applicable) within a reasonable time period. The President's decision shall be the final decision of the institution.

Should the respondent or alleged victim (where applicable) wish to appeal the President's decision, he or she may request review by the Board of Regents in accordance with the Board of Regents' Policy on Discretionary Review.

#### **4.6.5.4 Recusal/Challenge for Bias**

Any party may challenge the participation of any institution official, employee or student panel member in the process on the grounds of personal bias by submitting a written statement to the institution's designee setting forth the basis for the challenge. The designee shall not be the same individual responsible for investigating or adjudicating the conduct allegation. The written challenge should be submitted within a reasonable time after the individual knows or reasonably should have known of the existence of the bias. The institution's designee will determine whether to sustain or deny the challenge and, if sustained, the repl

### **IV. Revisions to Board Policy Sections 7.4 Private Donations to the USG and Its Institutions and 7.4.1 Naming of Places, Colleges or School**

#### **A. Background:**

The substantive revisions made to BOR Policy 7.4 and 7.4.1 are:

- (1) that institutions are not required to provide reports on gifts and namings to the System Office, though the institutions are required to maintain adequate records to prove compliance with Board Policy,
- (2) that the gift guidelines in Policy 7.4.1 become factors that the Chancellor and Chief Administrative Officer will consider before recommending a naming for Board approval and that those factors are moved from Board Policy to Section 19.2.2 of the Business Procedures Manual.

Other revisions are part of a broader Policy Review Initiative designed to increase efficiency, ensure consistency, and simplify the BOR Policy Manual. Questions regarding these revisions should be directed to Jim James, Vice Chancellor for Real Estate and Facilities, at (404) 962-3155 or [Jim.James@usg.edu](mailto:Jim.James@usg.edu).

**B. Effective Date:**

The effective date of these policy changes is August 8, 2017.

**C. Revisions to Board Policy Sections 7.4 and 7.4.1 Shown with Markup**

***7.4 Private Donations to the USG and Its Institutions***

The Board of Regents of the University System of Georgia, recognizing that public institutions are dependent, in part, on private funding (just as private institutions are partially dependent on public funding), encourages the institutions under its control to seek the support of alumni, friends, corporations, and other private individuals and organizations that might be interested in contributing to the welfare of the institutions, their students, and their faculties.

Funds raised from private donations may be used in support of the mission and objectives of the institution, including funds for student scholarships, salary supplements, construction of physical facilities, and gifts and grants for other purposes as may be designated by the donor. However, institutions are not authorized to commit any state funds for challenge or matching grants or gifts for the construction of facilities or for other purposes without prior approval of the Chancellor. The Board of Regents shall not consider gifts, contributions, or income from endowments held for the benefit of any University System of Georgia ("USG") institution in determining the allocation of state funds to that institution.

Private donations to a separately incorporated eCooperative eOrganizations established pursuant to Section 12.5 of this Board of Regents' Policy Manual shall not be subject to control by the Board of Regents or the college or university institution administration except as otherwise provided in Section 12.5 Board Policy or by the mMemoranda of agreement Understanding established between institutions and their eCooperative eOrganizations.

A USG institution may not accept gifts of real property except as provided in Board of Regents' Policy 9.9, Real Property Ownership and Asset Management. A USG institution may otherwise accept gifts, bequests, agreements, or declarations of trust, except gifts of

real property. By accepting such gifts, donations, bequests, or declarations of trust, the president of the institution affirms that the gift or donation **that do not** carries no obligations to the institution that may conflict with state law or Board of Regents' Policy. The president also affirms that acceptance of the gift or donation will **and that do** not impose a financial burden on the institution beyond that which can be managed within **it's the institution's** current budget. If acceptance of the gift or donation would require the institution to incur additional cost that cannot be borne within **the institution's** current resources, the institution shall be required to **must** obtain the approval of the Board of Regents before **accepting** the gift or donation is formally accepted.

Each institution **must maintain** shall provide a summary report as required to the Chancellor **on** of all gifts received by the institution and its cooperative organizations through private donations under procedures established by the USG **eChief fFiscal eO**fficer.

Each **p**resident is authorized to execute those documents necessary to provide proper fiscal management of those funds accepted under this authorization and, at their **his or her** discretion, to further delegate the authority to execute such documents to the **eChief bB**usiness **eO**fficers of the institutions. Gifts of real property are addressed in Section 9.9, Real Property Ownership and Asset Management, of this Policy Manual (BoR Minutes, 1980-81, p. 241; January 1997, p. 24).

### **7.4.1 Naming of Places, Colleges, or Schools**

The Board of Regents considers the naming of a place or an academic unit in honor of an **living or deceased** individual, corporation, foundation, or organization to be one of the highest and most distinct honors that it can bestow. **Namings may be authorized for outstanding and distinguished service, for philanthropic giving, or for both.** The **p**resident of each institution should ensure that the proposed naming is consistent with the interest of the institution and the USG and is commiserate with the level of service or philanthropic giving from the person, persons, group, or groups for which the naming will be made. **Namings authorized without associated fund raising should be the exception.**

Naming **of colleges and schools of all USG institutions and** a place or an academic unit requires prior authorization by the Board of Regents and shall be in accord with Board of Regents procedures and guidelines. This policy shall apply to the naming of all Board of Regents real estate and facilities, as defined in Section 9.1 of this Policy Manual. This includes all **real estate, facilities, and** property owned or leased by the USG, including facilities constructed, donated, or acquired by affiliated organizations of the institutions, **requires prior authorization by the Chancellor, the USG Chief Administrative Officer, and the Board of Regents.** (Refer to Section 17.0, Affiliated Organizations, of the Business Procedures Manual, for more information on affiliated organizations.) This policy shall also apply to the naming of colleges and schools of all USG institutions. **All proposed namings shall be submitted to the USG eChief aAdministrative eO**fficer who shall distribute the proposal for integrated review and, in conjunction with the **eChancellor**, submit the request to the Board of Regents for **action** approval.

~~Board authorized n~~ Namings authorized by the Board of Regents shall not be modified without approval of the Board. If a ~~S~~situations may occurs that would may warrants the removal of a name that was previously approved by the Board of Regents, ~~Where naming authority lies with the Board of Regents, so does has the authority and responsibility to remove a the name;~~ the decision whether to remove the name lies in the sole discretion of the Board in consultation with the Chancellor.

The ~~p~~President of an institution is authorized to name and ~~to remove the name of,~~ without prior approval of the Board of Regents, interior spaces and academic units subordinate to colleges and schools, such as departments, ~~without prior approval of the Board.~~ The president is also authorized to remove such names. The term "interior space" includes rooms, hallways, floors, and features, as well as other enclosed or conditioned space(s) within buildings. Institutions shall ~~provide~~ maintain a report on interior namings and naming removals as information only to the USG chief external affairs officer at the end of each calendar year.

The namings of facilities and grounds ~~features~~ of an institution will endure only for the useful life of the facility or feature and not in perpetuity. If a facility or area ~~feature~~ is substantially changed, a named building ~~facility~~ or area ~~feature~~ may no longer exist. ~~In that event, and the p~~President, in his or her discretion, may ~~of an institution may determine if maintaining the name for transfer to a new facility or area is appropriate and seek Board of Regents' approval to transfer the name to a new facility or feature as appropriate.~~

~~Situations may occur that would warrant the removal of a name. Where naming authority lies with the Board of Regents, so does the authority and responsibility to remove a name.~~

~~Namings may be authorized for outstanding and distinguished service, for philanthropic giving, or both. The Board of Regents will authorize external namings (places, colleges, and schools) to honor a living person only when that person has been disassociated from employment by the USG or from local, state, or federal government employment for at least two years prior to seeking Board of Regents' approval. In the event that the individual being honored is no longer living, the two-year waiting period may be waived.~~

~~All proposed namings shall be submitted to the USG chief administrative officer who shall distribute the proposal for integrated review and, in conjunction with the chancellor, submit the request to the Board of Regents for action.~~

~~Naming a place or an academic unit is a significant fund raising opportunity. Presidents of institutions should maximize the potential of fund raising in association with any naming. Namings authorized without associated fund raising should be the exception.~~

~~In order for a place or an academic unit to be named based upon a contribution, the gift will comply with the following guidelines:~~

- ~~1. The gift must be in irrevocable form to be paid within a five-year period and based upon a signed pledge commitment.~~

- ~~2. Where possible, namings should be associated with endowment gifts; if a gift is to construct a facility, presidents are encouraged to seek at least a portion of the gift for endowment to support the facility or academic programs associated with the facility.~~
- ~~3. Generally, deferred gifts such as life insurance and bequests are not to be used for current naming opportunities. Institutions should discuss with the interested donor(s) about the possible naming opportunities that may be available when the gift is actually received. No request for a naming should be made to the Board based on a deferred gift.~~
- ~~4. In cases where a gift is paid over a period of time, presidents should make the formal naming request to the Board only when at least half of the total gift has been received by the institution.~~

~~USG institutions vary and “outstanding service” and “philanthropic giving” are intended, to a certain extent, to be flexible standards. Each naming situation must be judged on its merits after taking into account the facts that are relevant to the person or entity being honored and the institution involved. The president of each institution should ensure that the proposed naming is consistent with the interest of the institution and the USG.~~

**Institution Naming Policy:**

~~Institutions shall also maintain their own naming policy. The policy, which should establish minimums for financial commitments corresponding to such naming opportunity. In setting minimums, institutions should that are benchmarked against institutions similar in size, scope, and mission. Each institution shall provide a copy of its naming policy to the USG Chief Administrative Officer for approval~~

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**V. Addition of Board Policy 8.2.24 Policy on Salary Administration and Incentive Rewards Program**

**A. Background:**

The purpose of the policy is to ensure our institutions have valid salary administration and incentive programs that support their hiring practices. The Chancellor or his designee will approve all of these programs.

A salary administration plan includes job descriptions, pay grades and pay ranges for the majority of jobs within the institution. The Salary Administration portion of the policy will require institutions to develop a salary plan for their institution. The purpose of the salary plan is to provide guidelines for salary adjustments throughout the employee’s career. The salary administration policy will also require the institution to seek approval from the Chancellor for salary increases more than 10% above the annual merit increases approved by the Board of Regents.

This policy will also allow institutions to develop incentives plans that are consistent with Board policy and state law. The State of Georgia allows preapproved incentives plans to support the recruitment and retention of qualified talent. Each institution may adopt specific incentive policies, procedures, or plans to implement incentive compensation and awards, as long as they are consistent with this policy and policies outlined in the Human Resources Administrative Practices Manual.

Questions regarding this policy should be directed to Marion Fedrick, Vice Chancellor for Human Resources at (404) 962-3265 or [marion.fedrick@usg.edu](mailto:marion.fedrick@usg.edu).

**B. Effective Date:**

The effective date of this policy is October 1, 2017.

**C. The Text of this Board Policy is Shown Below**

***BOR 8.2.24 Policy on Salary Administration and Incentive Rewards Program***

Each USG institution shall establish a compensation plan consistent with the guidelines issued in the Human Resources Administrative Practices Manual. Institutional compensation plans must be approved by the president or designee and developed in consultation with the institution's chief human resources officer and chief business officer. Institutions may establish incentive compensation programs consistent with state law, Board Policy, and applicable procedures, however, institutional incentive compensation programs must be reviewed and approved by the USG Offices of Fiscal Affairs and Human Resources.

Institutions may adjust employee compensation as a result of multiple factors to include merit adjustments, promotions, position reclassification, counter-offers, in-range adjustments, etc. Adjustments to employee compensation is an institutional decision and should be consistent with the approved institutional compensation plan. However, cumulative fiscal year adjustments greater than or equal to ten percent above the percentage increase authorized in the Board's annual salary and wage administration policy must be approved in advance by the Chancellor.

USG employees shall be paid exclusively by the USG institution(s) from state appropriations and/or other appropriate fund sources held by the institution for work performed on behalf of their USG position.