

# Understanding the UO Policy Statement Numbering System

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*Once policy statements are approved, numbers are assigned to policies by the Policy Library Program Manager. The following information describes the systematic process.*

*If you know a policy by its past number, you can find out what the current number is by clicking on the following link: **Revised Policy Numbers**.*

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**The UO Policy Statements use a hierarchical classification system.  
(Example: 00.00.00)**

*The first set of digits reference the broad categories:*

01 - Administration and Governance

02 - Academic and Curricular

03 - Human Resources

04 - Facilities

05 - Students

06 - Finance and Business Affairs

07 - University Relations

08 - Research

*The second set of digits reference subcategories.*

### **03 - Human Resources**

- 03.01 - Affirmative Action and Equal Opportunity
- 03.02 – Benefits
- 03.03 – Compensation
- 03.04 - Employee Relations
- 03.05 – Employment
- 03.06 – Governance
- 03.07 - Health and Safety
- 03.08 - Professional Development and Training

*The third set of digits reference the specific policy number.*

### **Administration and Governance**

- 01.00.01 Policy Statements: Authority and Origins
- 01.00.02 Policy Statements: Development and Management
- 01.00.05 Honorary Degrees, Granting of
- 01.00.06 Publication of Equal Opportunity Statement
- 01.00.07 Registration of Employee Organizations
- 01.00.08 Response to Law Enforcement Subpoenas of Student Records

*Note: The number 99 should be used as a "General" category in all three sections.*

Additional broad and subcategories may be added as new policies are developed.

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# Conversion of Past Policies into Current Numbering System

<b>UO Policy Statement Title</b>	<b>New Policy Number</b>	<b>Old Policy Number</b>
Access to Information in the Closed Portion of Promotion and Tenure Files	02.01.16	3.145
Access to Prospective Donors for Gifts of \$5,000 or More	07.00.06	7.000
Alleged Misconduct in Research	09.00.02	2.000
Allocation of Building Use Credits	06.00.03	6.000
Appointment and Promotion of Instructors and Senior Instructors	02.01.01	3.120
Appointment of Graduate Teaching Fellows	05.00.01	3.200
Campus Catering Services	04.00.01	4.000

UO Policy Statement Title	New Policy Number	Old Policy Number
Campus Fund Raising	06.00.04	6.000
Campus Mail and Delivery Service	04.00.02	4.000
Campus Speakers	01.00.03	1.000
Campus Visitors	01.00.04	1.000
Cancellation of Classes	02.99.01	2.000
Classified Research	09.00.03	2.000
Closing of University Facilities and Operations	04.00.03	4.000
Comprehensive Environmental Policy	01.00.13	4.100
Conferral of Posthumous Degrees	02.99.02	2.000
Control of the University's Identifying Marks	07.00.03	6.100
Criminal, Credit and Related Background Checks on Applicants for University Positions	03.09.01	3.110
Development and Management of University of Oregon Policy Statements	01.00.02	n/a
Distribution of Copyright Royalty Income	06.00.05	6.000
Equity Salary Review	02.01.04	3.130
Extension of Tenure Probationary Period Because of New Baby, Childbirth or Adoption	02.01.05	3.130
Facility Improvements Financed from Donations	07.00.05	7.000
Faculty and Classified Staff Participation in Educational and Development Activities	03.08.01	3.090
Faculty Promotion Salary Statement	02.01.06	3.130
Faculty Salary Adjustments	02.01.07	3.130
Faculty Vacancy Announcements	02.01.13	3.140
Family Support	02.12.01	3.020
Financial Conflict of Interest Disclosure and Management for Investigators in Externally Sponsored Programs	09.00.04	n/a
Fire Marshall Safety Inspections	08.00.06	8.000
Flag Protocol	04.00.04	4.000
Granting Honorary Degrees	01.00.05	1.000
Guidelines for Official Mass Email	01.00.15	n/a
Guidelines for Overload Compensation for Faculty	02.01.18	3.130
Hiring of Tenure Related Faculty Without Terminal Degrees	02.01.14	3.140
Hiring of Women and Minority Faculty Members	02.01.15	3.140
Information Security Program	01.00.12	3.100
Initial Hire Salary Factors	02.01.08	3.130
Institutional Use of Animals in Research and Instruction	09.00.01	1.000
Internal Candidates for Instructional and Administrative Academic Positions	02.01.02	3.120
Merit Increase Factors	02.01.03	3.120
Minor Renovation Needs	06.00.06	6.000
Naming of Facilities	07.00.02	4.000
Nepotism	03.05.03	3.000
Officers of Administration	03.05.01	3.400
Outbreaks of Illness of Physical Symptoms in University Buildings	08.00.04	8.000
Payment of Uncompensated Salary and Other Personnel Expenses (OPE) on Major Fellowships	02.01.09	3.130
Philosophy of Student Employment	03.05.02	3.600

UO Policy Statement Title	New Policy Number	Old Policy Number
Policy on Distribution of Licensing Income	09.00.06	3.000
Policy on Financial Irregularities	06.00.09	9.000
Post Tenure Review	02.01.17	3.150
Potential Conflicts of Interest	09.00.05	3.095
Printing and Publications	06.00.01	1.000
Prohibited Political Activities	03.04.01	1.000
Publication of Equal Opportunity Statement	01.00.06	1.000
Recycled Paper Policy	01.00.14	4.000
Re-Employment of Employees Who Have Suffered Compensable Work-Related Injury	03.07.01	3.350 and 3.550
Registration of Employee Organizations	01.00.07	1.000
Requirements for Operating a State Vehicle	08.00.01	8.000
Respiratory Protection Program	08.00.05	8.000
Response to Law Enforcement Subpoenas of Student Records	01.00.08	1.000
Retired Faculty: Rights, Privileges and Perquisites	02.01.10	3.130
Return of Overhead Charges on Continuing Education and Designated Operations Activities	06.00.07	9.000
Safety Inspection and Correction	08.00.07	8.000
Salary Information Provided to Finalist Candidates	02.01.11	3.130
Scheduling Use of Facilities	04.00.05	4.000
Solicitation of Research Funds	07.00.04	7.000
Special Stipends	02.01.12	3.130
Student Conduct Code	05.00.02	5.000
Student Eligibility for Activities	05.00.03	5.000
Student Employment Interviews	01.00.09	1.000
Student Records Policy	05.00.04	5.000
Telecommuting Policy	03.12.03	3.710
Temporary Use of Outdoor Campus Space	04.00.08	4.000
University Equipment	04.00.06	4.000
University of Oregon Affirmation of Community Standards	01.00.10	1.000
University of Oregon Expenditure Guidelines	06.00.08	9.000
University of Oregon Policy Statements	01.00.01	1.000
University Policy on a Drug Free Workplace	03.04.03	3.350 and 3.550
University Safety	08.00.02	8.000
University Support for Parent Initiated Childcare in the Workplace	03.12.02	3.700
Use of Email for Official University Communication	01.00.11	1.000
Use of Facilities by Non-University Organizations	04.00.07	4.100
Use of University Seal and Logo	07.00.01	1.000
Vehicle Maintenance and Repair	08.00.03	8.000
Volunteer Recognition	03.99.01	3.700
Written Reprimands	03.04.04	3.010