



SUBJECT POLICY MANUAL

I. PURPOSE

The intent of the Policy Manual is to prepare a single collection of official written policies of the University. It cannot be exhaustive on a particular subject, but it does approach a comprehensive expression of a need to document the University's purpose and governing constraints.

II. DEFINITIONS

Policy statements, referred to as PS's, are official statements of University-wide broad principles excluding operating procedures and details such as forms, room numbers, names of people and dates. The policy statements are issued by the Chancellor. The coordinating office indicated in the heading of each statement is responsible for the administration of the policy and the issuance of guidelines, procedures, rules, regulations, etc., and is the office to which questions should be directed.

III. POLICY

- A. In addition to the policies in this manual, University policy appears in the following:
1. LSU System policies are contained in the Bylaws and Regulations of the Board of Supervisors. Occasionally, these regulations are extended, elaborated on, and/or explained by Permanent Memoranda, referred to as PM's, issued by the Office of the President.
 2. The Catalog is a collection of policies on academic matters.
 3. The Student Handbook contains policies other than academic pertaining to student life.
 4. The Faculty Handbook is an official guide to members of the faculty for carrying out their responsibilities, including teaching, student advising and research.

5. Procedural policies appear in such documents as secretaries' handbook and courses and curricula manual.
 6. Statements of policies and/or procedures of a less permanent nature are issued by the President, Chancellor or vice chancellors.
- B. When a policy question arises, the Manual should be consulted. If the policy is treated in the Manual, those guidelines prevail; if it is not, the reader should turn to those policy references which have guided such situations in the past.
- C. Should a conflict occur between a policy statement and an official ruling or document of a higher authority (e.g., federal, state or local government; Louisiana Board of Regents; LSU Board of Supervisors; LSU System President), the ruling or document of the higher authority will prevail. Should a conflict occur between a policy statement and any other written or oral statement developed by any operating unit of the University, the policy statement will prevail.
- D. From the revised date of this statement all policies contained in the Policy Manual will be developed, or revised, according to the approval process, numbering system and layout outlined in this statement.

IV. POLICY DEVELOPMENT

- A. Any member of the faculty or staff may propose a policy, or a revision of an existing one, by routing the suggestion in the proper format and layout through the administrative channel described below for review and approval.
1. Department chairman/director (academic and service)
 2. Dean (where applicable) reviews and approves
 3. Responsible vice chancellor reviews and approves
 4. Chancellor and vice chancellors review
 5. Written comments (optional) submitted through vice chancellors to the responsible vice chancellor
 6. Responsible vice chancellor reviews comments with commenting vice chancellors
 7. Responsible vice chancellor finalizes the policy statement

8. Responsible Vice Chancellor signs the policy statement and submits it to the Chancellor for approval and distribution through vice chancellors.
- B. As shown in Step 4 above, the draft statement is presented for comment to the Chancellor and vice chancellors. Staff reporting directly to the Chancellor submit a draft statement to him, and he provides the vice chancellors copies for comment. Normally, two weeks are allowed for comments. Chancellor determines which members of his staff need to review and comment on the draft statement.
- C. The Chancellor's Office checks the number, checks for conflict with other policies, checks the layout and enters the statement on the word processor.
- D. The finalized policy statement is routed to the responsible vice chancellor for approval and signature. When he approves the statement, he signs it and forwards it to the Chancellor for approval and distribution through vice chancellors.
- E. When the need for written policy emerges with the Chancellor, he may designate a vice chancellor or member of his staff to generate and coordinate the needed policy.
- F. It is the responsibility of the generating office to maintain the record file of all correspondence, coordination notes, conference notes and other documentation that preceded the adoption of any given policy. The coordination process should be as comprehensive as the implication of the policy dictates.

V. POLICY REVISION

- A. A policy statement may be revised by following the procedure described in Paragraphs IV A, B, C and D. This procedure is not required for routine updates.
- B. When a policy statement is revised, it is reissued with the date of revision. However, single pages of a statement may be revised without changing the entire statement. When Page 1 is revised, on Page 1 under the word Page enter "Revised (date)." For subsequent pages, type the notation "Revised (date)" beginning at the left margin. The Chancellor's Office determines when to issue an entirely new policy statement or single pages.
- C. Modifications which are judged by the Chancellor's Office to be so minor that they do not justify the expense of reprinting are

accumulated and distributed in a standard memorandum entitled "Pen and Ink Changes to Policy Statements." Policy statement holders manually make these changes. The Chancellor's Office assures that any subsequent issue of the statement contains the text as amended by the pen and ink change(s).

- D. Changed sections in a revised statement are noted by an asterisk in the left margin in order to save reader's time.

VI. POLICY REVIEW

By June 1 of each year the Chancellor and vice chancellors review the policies of their area to determine whether updating, cancellation, revision or new policy is needed. At the same time those offices that are affected by policy submit through channels suggested changes or improvements.

VII. POLICY NUMBER

Each statement is assigned a number under the following format:

$$\frac{X--XX--}{A \quad B \quad C} \cdot XX$$

A. Source of Policy

- 1 General Administration
- 2 Academic Affairs
- 3 Business Affairs
- 4 Student Affairs

B. Sequentially Assigned Policy Number (01-99)

Example: 1 01 indicates a general administration policy--the first in the sequence from the area

C. Sequentially Assigned Policy Amendment Number (.01-99)

Example: 1 01 .01 indicates the first amendment to Policy 1 01

policy number to end at the right margin. Type the page number under the first character of the policy number.

Example:

Revised January 1, 1984

X--XX.XX
Page 2

Follow this heading with a triple space and continue the body of the statement.

- G. The effective or revised date is found on the Chancellor's signature line for each policy.
- H. Body. The first part of the body of the statement is purpose, which is a brief description of the information contained within the body of the statement. The purpose section is followed by a heading definitions, which provides concise definitions of unfamiliar terms if there are any. The next section headed policy sets forth the details of the statement. Any additional information needed to substantiate the policy, and only as needed for clarification, may be subdivided as follows: applicability, background, responsibility, procedure or reference to other policies.
- I. Authorizing Signature. Immediately following the body of the policy is the signature, name and title of the officer responsible for the policy, the date of the signature and the proposed effective date. The signature indicates that to the best of the knowledge of that officer the policy expresses the coordinated intent of the University on that particular subject. The signature is in black ink for better reproduction.
- J. Approval Signature. Immediately following the authorizing signature line is the signature; name and title of the approving authority, who is the Chancellor; the date of the signature; and the effective date. The signature is in black ink for better reproduction. This signature indicates that the policy is official and in effect as of the effective date.

IX. FILE STRUCTURE

- A. The Table of Contents groups the policies by the originating officials in the order given in Section VII. Within each group the policies are listed in the order in which they are developed.
- B. The index lists the policies alphabetically by subject for cross reference purposes.

X. HOLDERS OF POLICY MANUALS


A. The official holders of policy manuals are as follows:

1. Chancellor
2. Vice Chancellors
3. Deans
4. Librarian
5. Department Chairpersons
6. Faculty ~~Executive Officer~~ *Senate President*
7. Other administrators designated by the Chancellor or vice chancellors

B. As a general rule, there is only one manual holder designated in a given area represented by an administrative head. A manual is not provided for him and his secretary. When the holder leaves the area, the manual is left for his replacement.

C. Holders file policy statements in an orderly manner in the loose-leaf binder provided. As additional statements or revisions are received, they are inserted in the proper location in the binder.

APPROVED


E. Grady Bogue
Chancellor

10/1/83
Date

October 1, 1983
Effective