

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: I:01:01 DATE: May 21, 1984
SUPERSEDES POLICY NO.: I:01:01 DATED: August 31, 1981
SUBJECT: Guidelines for Preparing Materials for the Policies
and Procedures Manual
APPROVED: Robert O. Riggs, President Robert O. Riggs

Responsibilities

The Office of Institutional Research has the responsibility for ensuring the validity of the content of the Policies and Procedures Manual. In order to effect this purpose, the Director will review, approve, publish, and distribute all material to be incorporated into the manual.

Initiating Authority

Any office headed by a Chairperson, Director, or administrator of equivalent or higher rank will have authority to initiate material for inclusion in the manual. All material should first be reviewed and approved by the initiating department head and then by the initiating officer's superior(s) before submitting. Final authority before submission to the Director of Institutional Research shall be limited to one of the following: Vice President for Academic Affairs, Vice President for Administration and Development, Dean of Students, Executive Assistant to the President, Business Manager, and the Director of Athletics.

Submission of Materials

Proposed additions and revisions to the manual should be submitted to the Office of Institutional Research by the initiating office with necessary approval(s). This material should be prepared in accordance with the prescribed format (see attachment), and it should be received by the Office of Institutional Research two weeks prior to the publication deadline. Material will not be considered for publication unless it has been reviewed and approved by the initiating officer's superior(s). After the Director has determined the material to be appropriate for inclusion in the manual, he will seek final approval by the President. Upon approval by the President, the policy or procedure will become official and be published and distributed for inclusion in the manual.

Standard Format

In order to provide for the standardization and clarity of material included in the manual, all material submitted for inclusion should conform to the following criteria and should be submitted on the form provided.

1. Organization - The manual's contents will be categorized into seven major sections. These seven sections are as follows:
 - a. General University policies.
 - b. Policies of the Office of the Vice President for Administration and Development and its divisions.
 - c. Policies of the Office of the Vice President for Academic Affairs and its divisions.
 - d. Policies of the Office of the Business Manager and its divisions.
 - e. Policies of the Office of the Dean of Students and its divisions.
 - f. Policies of the Office of the Director of Athletics and its divisions.
 - g. Policies of the Office of the Executive Assistant to the President and its divisions.

As indicated above, each of these major administrative offices will divide the policies and procedures in their area into appropriate divisions consisting of broad groups of naturally allied policies of areas of administrative responsibility. For example, Student Affairs policy might be divided into divisions of student life, university center, etc.

Divisions will be further subdivided into distinct subdivisions. Subdivisions should deal with a single policy or a small group of naturally allied policies. Delineation of subdivisions will be accomplished by initiating offices in coordination with their superiors(s).

2. Number System - Each policy of the manual will be identified by a multi-digit number.

The first digit(s) will be Roman numerals and will designate the major university administrative office having ultimate responsibility for the policy. These major section designations are:

I:00:00 General University Policy
 II:00:00 Administration and Development Policy
 III:00:00 Academic Affairs Policy
 IV:00:00 Business Affairs Policy
 V:00:00 Student Affairs Policy
 VI:00:00 Athletics Policy
 VII:00:00 Executive Assistant to the President
 Policy

Divisions within a major administrative office will be designated by a two-digit number as illustrated by the example below:

IV:01:00 Business Office (General)
 IV:02:00 Personnel
 IV:03:00 Purchasing

Subdivisions within a division will be identified by a two-digit number as illustrated by the example below:

IV:02:01 Establishment of Positions
 IV:02:02 Employment Procedures for Clerical
 and Supporting Staff Personnel
 IV:02:03 Holidays

The first page of each policy will contain the complete identification number.

3. Format - The first page of each policy will provide information pertaining to the policy identification number, effective date of the policy, number of the policy superseded (If it is a new policy, write none in this space.), date of the superseded policy, subject of the policy, and the President's signature of approval (sample attached). The first page will also contain information that it is page "1" of "X" (number) pages and each subsequent page will likewise indicate its number in the sequence. The pagination information will appear on the upper right hand margin of the page. The policy number will appear on the upper left hand margin of all pages except the first page. There will be a one and one-half inch left hand margin with other margins being one inch. The content of the policy will be at the discretion of the initiating office, being selected in accordance with the criteria of clarity, conciseness, etc. This policy ("Guidelines for Preparing Materials for the Policies and Procedures Manual") will serve as a general guide for the preparation of materials.

All draft and proposed policies will be printed on white paper. Upon approval of a policy by the

President, it will be printed on colored paper according to the following scheme:

<u>Division</u>	<u>Division No.</u>	<u>Color</u>
General	I	Goldenrod
Administration & Development	II	Softone
Academic Affairs	III	Salmon
Business Affairs	IV	Green
Student Affairs	V	Pink
Athletics	VI	Blue
Executive Assistant to the President	VII	Gray

4. Graphic Examples - Initiating offices are encouraged to include sample forms, vouchers, and printouts whenever their inclusion will enhance understanding of the policy or procedure.

All sample forms shall have identifying code at the bottom of each page and at the right-hand margin. The first part of the code will be "PPM Form _____". The remainder of the code will be same as the policy number. In the event of more than one form associated with a single policy, each form will be lettered successively with lower case letters. For example, the first attachment of this policy is identified as PPM Form I:01:01:a and the second is identified as PPM Form I:01:01:b.

5. Cover Sheet - Each policy will have a cover sheet containing the basic policy identification information described above and, in addition, space for approval by the appropriate offices and other information (sample attached). Upon approval by these officers, the materials should be forwarded to the Director of Institutional Research for review and recommendation to the President.

Attachments

Attachment (cover sheet)

PROPOSED ADDITION OR REVISION TO AUSTIN PEAY STATE
UNIVERSITY POLICIES AND PROCEDURES MANUAL

POLICY NO.: _____

MAJOR SECTION: _____ (I-VII)

DIVISION: _____ (Title and Number)

SUB-DIVISION: _____ (Title and Number)

Is this proposal an addition or revision to existing policy? ___

If this is a revision, please provide the following information:

Supersedes Policy No. _____, which was dated _____

SUBJECT: _____

APPROVED: Department Head _____

Date _____

Dean (if appropriate) _____

Date _____

Major Administrative Officer _____

Date _____

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: _____ DATE: _____

SUPERSEDES POLICY NO.: _____ DATED: _____

SUBJECT:

APPROVED: Robert O. Riggs, President _____

(Policy Statement)