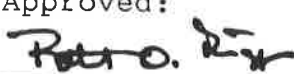


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 0:001	Supersedes Policy Number: I:01:01
Date: August 1, 1986	Dated: May 21, 1984
Subject: Policy Preparation Guidelines	
Initiating Authority: Executive Assistant to the President	SBR Policy/Guideline Reference:
Approved:  President	

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: President, Vice President for Academic Affairs, Vice President for Development, Dean of Students, Executive Assistant to the President, Vice President for Finance and Administration, 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 six major sections. These six sections are as follows:
 - a. Policy and Procedure Manual Instructions.
 - b. Governance
 - c. Academic Affairs
 - d. Student Affairs
 - e. Business and Finance
 - f. Personnel
 - g. Miscellaneous
2. Number System - Each policy of the manual will be identified by a multi-digit number.

The first digit(s) will designate the division of the Manual.

0:xxx Policy and Procedure Manual Instructions
1:xxx Governance
2:xxx Academic Affairs
3:xxx Student Affairs
4:xxx Business and Finance
5:xxx Personnel
99:xxx Miscellaneous

Policies in each division of the Manual will be numbered consecutively from 001-999. 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, the initiating authority for the policy, the SBR Policy/Guideline reference number, 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. All margins will be 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 ("Policy Preparation Guidelines) will serve as a general guide for the preparation of materials.

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 0:001:a and the second is identified as PPM Form 0:001: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

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number:	Supersedes Policy Number:
Date:	Dated:
Subject:	
Initiating Authority:	SBR Policy/Guideline Reference:
Approved: President	

(Policy Statement)

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

POLICY NO.: _____

MAJOR SECTION: _____ (0,1,2,3,4,5,99)

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: _____

SBR Policy and/or Guideline Reference _____

APPROVED: Department Head _____

Date _____

Dean (if appropriate) _____

Date _____

Major Administrative Officer _____

Date _____