AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 0:001	Supersedes Policy Number: 0:001
Date: December 3, 2002	Dated: November 27, 2001
Subject: Policy Preparation Guidelines	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved: President:	

A. Responsibilities

Each Division Head has the responsibility for ensuring the validity of the content of the POLICIES AND PROCEDURES MANUAL for his/her division. The Vice President for Finance and Administration will review and present to the President's Cabinet for approval policies for incorporation into the manual.

B. 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 office of the Vice President for Finance and Administration, shall be limited to one of the following: President, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Finance and Administration, Executive Director of Human Resources, Executive Director of University Advancement, Executive Director of Marketing and Public Relations, and the Athletics Director.

C. Submission of Materials

Proposed additions and revisions to the manual should be submitted to the office of the Vice President for Finance and Administration by the initiating office with necessary approval(s). This material should be prepared in accordance with the prescribed format for policies, and submitted to the office of the Vice President for Finance and Administration two weeks prior to presentation to the President's Cabinet. If revisions are minimal, they may be penciled in on a copy of the superseded policy. Otherwise, a copy of the policy may be obtained on disk from the Office of the Vice President for Finance and Administration. Highlighting

additions and marking through deletions should indicate revisions. Material will not be considered for publication unless it has been reviewed and approved by the initiating officer's superior(s). After the President's Cabinet has determined the material to be appropriate for inclusion in the manual, final approval by the President will be requested. Upon approval by the President, the policy or procedure will become official and be included in the manual. See Policy 0:002 for information concerning distribution.

Revisions to APSU policies to comply with revised TBR policies/guidelines are to be made by the Cabinet member whose division is affected and requires only his/her approval and the President's approval after the Vice President for Finance and Administration Office places in policy format.

D. 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 available from the Office of the Vice President for Finance and Administration.

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. Human Resources
   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 -Human Resources
   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 – All policies will be in Word 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 TBR Policy/Guideline reference number, and the President's signature of approval. A sample may be obtained from the Office of the Vice President for Finance and Administration. 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. 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 refer to forms, vouchers, and printouts whenever they will enhance understanding of the policy or procedure.

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 Vice President for Finance and Administration for review and recommendation to the President's Cabinet.

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

POLICY NUMBER: _____

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

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

Supersedes Policy Number: _____ Dated: _____

SUBJECT: _____

TBR Policy and/or Guideline Reference: _____

Are the revisions only those to comply with a revised TBR Policy/Guideline? ____ ____
Yes No

APPROVED:

Department Head: _____ Date: _____

Dean (if appropriate): _____ Date: _____

Division Head: _____ Date: _____

Staff Council: _____ Date: _____

Faculty Senate: _____ Date: _____

President's Cabinet: _____ Date: _____