

POLICY ORGANIZATION AND CONTENT

The following listing is a tentative index of the policies contained in the Manual. It will be updated periodically. However, space has been provided for individuals receiving policies to keep the listing current by penciling in policy numbers and titles as they are approved by the President and distributed by the Office of Institutional Research.

There are six major divisions in the Manual as follows:

- I-General University Policies
- II-Policies Administered by the Office of the Vice President for Development
- III-Policies Administered by the Office of the Vice President for Academic Affairs
- IV-Policies Administered by the Office of Business Manager
- V-Policies Administered by the Office of the Vice President for Student Affairs
- VI-Policies Administered by the Office of the Director of Athletics

Specific policies included under each of the general headings above and which have been published are listed as follows:

<u>POLICY NO.</u>	<u>SUBJECT</u>	<u>DATE</u>
GENERAL		
I:01:00	Administrative Organization of the University	05-21-84
I:01:01	Guidelines for Preparing Materials for the Policies and Procedures Manual	05-21-84
I:01:02	Policies and Procedures Not Necessarily in the Manual	02-21-83
I:01:03	Distribution of Policies and Procedures Manual and of Subsequent Policies and Policy Revisions	05-21-84
I:01:04	Scholarship Program for Staff Employees	09-15-80
I:01:05	Responsibility for University and/or its Divisions During the Absence of Executive Officers	05-21-84
I:01:06	University Archives	01-22-85
I:01:07	Sunshine Law-Applicability to Austin Peay State University	01-12-77

<u>POLICY NO.</u>	<u>SUBJECT</u>	<u>DATE</u>
I:01:08	Constitution of the University Assembly As Amended January 1983	11-15-83
I:01:09	Equal Employment Opportunity and Affirmative Action	01-22-85
I:01:10	Sexual Harassment	12-01-81
I:01:11	Coordination of Major Events	05-21-84
I:01:12	Compliance with law for Printed Matter and Computer Software	02-25-85
I:01:13	Personal use of University-Owned Word Processors and Microprocessors	04-08-85
I:02:01	Internal Auditing	10-02-81
VICE PRESIDENT FOR DEVELOPMENT		
II:01:01	Organization for Development	05-21-84
II:01:02	Solicitation and Acceptance of Funds or Gifts for Austin Peay State University	12-12-83
II:01:03	Attendance Policy for Inclement Weather	10-01-81
II:01:06	Courtesy Vehicles	01-23-84
II:01:07	Use of University Facilities(Student Housing, Food Services, Infirmary, Office Space Excluded)	03-28-84
II:03:01	University Publication Printing	09-15-84
II:03:02	Use of University Bulletin Boards	05-21-84
II:05:01	Policy and Procedures for Obtaining Service from the Physical Plant De- partment (Work Orders)	08-02-82
II:05:03	Use and Care of University Owned Automobiles	03-15-82
II:05:05	Operational Guidelines for Department of Public Safety	02-01-82
II:05:06	Tennessee Occupational Safety and Health Act (TOSHA) Handbook	04-21-82
II:05:07	Major Disturbances and Disaster Control	08-02-82
II:05:08	Building Security	09-15-82

<u>POLICY NO.</u>	<u>SUBJECT</u>	<u>DATE</u>
VICE PRESIDENT FOR ACADEMIC AFFAIRS		
III:01:01	Organization for Academic Affairs	09-28-81
III:01:02	Personnel Policies and Procedures for Faculty	09-01-84
III:01:03	Constitution of Academic Council	07-12-83
III:01:04	Procedures for Allocation and Recruitment of Faculty	09-15-84
III:01:05	Termination of Faculty Members for Adequate Cause	10-13-76
III:01:06	Grievance Policy and Procedures for Academic Personnel	11-10-76
III:01:07	Emeritus Faculty	11-11-77
III:01:08	Departmental Chairperson	03-21-77
III:01:09	Administrative Interns	01-03-77
III:01:10	Manuscript Preparation and Mailing	03-14-77
III:01:11	Faculty Salary Schedule	10-04-82
III:01:12	Summer Session and Intersession Compensation	01-13-81
III:01:13	Research Associates	07-13-81
III:01:14	Oral English Proficiency	02-25-85
III:01:15	Instructional Workload	09-27-79
III:01:16	Clearance Procedures for Academic Personnel	01-13-83
III:01:17	Extra Compensation for Faculty	11-15-79
III:01:18	Faculty and/or Student Research Involving Human Subjects	02-15-84
III:01:19	Monitoring and Reconciling Report of Faculty Sick Leave	11-01-81
III:01:20	Academic Credit: Restrictions for Professional Personnel	02-22-82
III:01:21	Curricular Change	04-25-83
III:01:22	Copying Policy and Copyright Law	08-10-81

<u>POLICY NO.</u>	<u>SUBJECT</u>	<u>DATE</u>
III:02:02	Duplication Services, Duplicators, & Preparation of Multi-Copies	08-22-83
III:02:03	Patents and Copyrights	10-03-83
III:03:02	Policy for Memberships and Subscriptions Paid by University from State Funds	02-14-83
III:08:01	Employing Students Under CWSP and GCWP	09-15-84
III:08:03	Miller Fund Loan Policies	11-27-84
III:08:05	Standards of Renewal and Retention of Financial Aid	09-15-84
III:08:06	Performance Scholarships	09-15-84
III:09:01	Non-Credit Activities	08-22-83
III:09:02	Continuing Education Units	08-03-83
VICE PRESIDENT FOR FINANCE AND ADMINISTRATION		
IV:01:01	Organization for Business Office	08-02-82
IV:01:02	Cash Collections and Receipting by Departments Depositing Funds with the University Business Office	01-30-84
IV:01:03	Unexpended Unrestricted Budget Balances	10-01-81
IV:01:04	Purchases of Meals for Guests	08-29-83
IV:01:05	Contracts and Agreements Requiring Presidential Approval	10-01-81
IV:01:06	Collection of Receivables	04-08-85
IV:01:07	Control and Safeguarding of Petty Cash Funds	01-15-84
IV:02:01	Establishment of Positions	10-01-81
IV:02:02	Employment Procedures for Clerical and Supporting Staff Personnel	11-01-81
IV:02:03	Holidays	01-01-86
IV:02:04	Holidays During Calendar Year, 1984	01-01-86
IV:02:05	Leave Policy	01-03-83

<u>POLICY NO.</u>	<u>SUBJECT</u>	<u>DATE</u>
IV:02:06	Classified Employee Performance Evaluation	02-22-82
IV:02:07	Clearance Procedures for Administrative and Classified Personnel	10-03-83
IV:02:08	Outside Employment	11-01-81
IV:02:09	Grievance Procedures for Classified Employees	03-02-82
IV:02:10	Extra Compensation for Twelve-Month Non-Faculty Employees	10-01-81
IV:02:11	See Subject on Front of Notebook	04-02-86
IV:03:02	Purchasing	08-05-82
IV:04:01	Travel	03-07-84
IV:04:02	Reimbursement for Faculty/Administration Recruitment	10-01-81
IV:04:03	Athletic Travel	09-15-84
IV:05:01	Preparation of Grant Proposals for Submission to Agencies External to the University	04-01-82
IV:05:02	Grant Recognition and Incentive for Academic Department	10-01-81
IV:05:03	Grants Management	04-01-82
IV:06:01	Austin Peay State University Property Control Policy	06-15-84
IV:06:02	Revisions to Operating Budget	09-24-84
IV:06:03	Budgeting Process	03-21-84
IV:07:01	Securing and Locating Vending Machines	08-18-82
DEAN OF STUDENTS		
V:01:01	Organization for Student Affairs	05-18-84
V:01:02	Guidelines for the Operation of a Student Non-Academic Grievance Committee	05-18-84
V:01:07	Use of Facilities by Off-Campus Radio Stations	05-21-84

<u>POLICY NO.</u>	<u>SUBJECT</u>	<u>DATE</u>
V:02:01	Service Populationfor the Austin Peay State University Counseling Center	09-15-84
V:03:01	Display of Announcements on Campus (Signs, Posters, Banners, Etc.)	09-15-84
V:05:01	Use of Memorial Health Building for Intramural Recreation Activities	05-18-84
V:07:01	Student Health Services	09-15-84
V:07:02	Emergency Medical Procedures	09-15-84
V:11:02	Enrollment and Payment of Student Fees: Eligibility for and Commitment Of Financial Aid	07-05-82
V:11:03	Miller Loan Fund Policies	08-01-82

DIRECTOR OF ATHLETICS

VI:01:01	Organization for Intercollegiate Athletics	10-01-81
VI:01:02	General Athletic Policy	11-01-81
VI:01:03	Policies and Procedures for Operation of Dunn Center	07-07-82
VI:01:04	Training Room Policies	10-01-81
VI:01:06	Athletic Ticket Policy and Ticket Office Procedures	08-19-85

EXECUTIVE ASSISTANT TO THE PRESIDENT

VII:01:01	Organization for Executive Assistant to the President	05-21-84
VII:01:04	Assignment of University Facilities to Academic and Other Departments	05-21-84
VII:02:01	Use of VAX/VMS Academic Timesharing System	05-18-84
VII:02:02	Use of Timesharing Portable Terminals for VAX/VMS	05-18-84
VII:02:02	University Computer Management Committee	05-18-84

POLICY NO.

SUBJECT

DATE

VII:04:01

Telephone Service Requests

05-21-84

VII:04:02

Telephone Repair Service

05-18-84