

Standing Committee Annual Report

Name of Committee or Council:

University Policy Committee

Chair:

Mitch Robinson

Meeting Dates in Current Year:

See Below

Major Actions or Accomplishments:

Committee Members:

- Mitch Robinson (Chair) Vice President for Finance and Administration
- Richard Jackson, Vice President for Legal Affairs and Strategic Planning
- Tristan Denely, Provost and Vice President for Academic and Student Affairs
- Sherryl Byrd, Associate Vice President for Student Affairs
- Timothy Winters, President of Faculty Senate and Lori Buchanan as of June 1, 2009
- Luke Wilson, President of Staff Council
- Chris Drew, President of Student Government

Meeting Dates for FY 2008

- August 14, 2008
- October 1, 2008
- December 1, 2008
- January 9, 2009
- February 5, 2009
- March 2, 2009
- April 2, 2009
- June 4, 2009

Policy Revisions Submitted and Approved for FY 2009 - Approval Letters Attached:

Revisions:

- APSU 2:010, Electronic Access to Student Records
- APSU 5:056, Conflict of Interest
- APSU 5:057, Grievance Procedure for Persons w/Complaints Related to the Americans w/Disabilities Act
- APSU 4:016, Travel
- APSU 5:048, Salary Consideration for Staff Based Upon continuing Education
- APSU 99:021, Environmental, Health and Safety Policy
- APSU 4:006, Emergency Management Plan
- APSU 3:028, Alcoholic Beverage Use and Possession
- APSU 4:021, Budget

Continued on next page

Standing Committee Annual Report

Name of Committee or Council:

University Policy Committee

Chair:

Mitch Robinson

Meeting Dates in Current Year:

cont'd

Major Actions or Accomplishments:

Deletions:

- APSU 3:017, Financial Aid Standards of Renewal and Retention
- APSU 99:012, Assignment of University Facilities to Academic and Other Departments
- APSU 5:021, Position Establishment
- APSU 5:020, Employing Students Under CWSP and GCWP
- APSU 99:018, Coordination of University Events
- APSU 99:020, Special Parking for Groups on Campus
- APSU 99:019, Parking Permits
- APSU 99:026, University Flag Procedures
- APSU 4:009, Unexpended Unrestricted Budget Balances
- APSU 4:022, Budgeting Process
- APSU 4:003, Work Orders
- APSU 99:005, Duplication Services, Duplicator and Preparation
- APSU 99:004, Request for Lists/Labels
- APSU 3:002, Use of Memorial Health Building for Intramural Recreation Activities
- APSU 3:031, SARS Policy

Office of the
Vice President for Legal Affairs & Strategic Planning



Browning Building Room 151
Post Office Box 4628
Clarksville, Tennessee 37044
Phone: (931) 221-7572
Fax: (931) 221-7569

TO: Timothy Hall
President

FROM: Richard E. Jackson *RS*
Vice President for Legal Affairs & Strategic Planning

SUBJECT: Policy Committee Recommendations

DATE: August 6, 2008

The Policy Committee received from the Academic Council the following academic policy proposal(s) and/or revision(s) to forward for your consideration.

Policy No.	Policy Title	Adoption Purpose	Committee Recommendation
5:061	Policy on Academic Promotion ¹	To add provisions requiring that faculty candidates for promotion meet minimum lengths of service at APSU. Teaching, scholarship, and service used in an application for promotion must be completed at APSU in order to be considered by university committees unless an exception is authorized in writing by the president.	Academic Council recommended approval of revision to existing policy. No significant opposition to policy revision noted.

Should you decide to accept the committee's recommendation to approve a new or revised policy, please sign and date the respective policy in the "Approved" section of the header. If you decide to modify the committee's recommendation regarding a particular policy, please feel free to indicate the changes required on the copy provided and return to my office, whereupon we will provide a conforming original for your execution.

Please indicate your decision to accept the committee's recommendation to rescind a particular policy by writing "Rescinded" along with your signature and the date of your decision on the copy provided and returning to my office for follow-up. Finally, please feel free to provide any questions, comments or instructions you care to submit to the committee to my office for distribution to the committee members.

¹ Also requires TBR administrative approval prior to becoming effective

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TO: Timothy Hall
President

FROM: Richard E. Jackson *RS*
Vice President for Legal Affairs & Strategic Planning

SUBJECT: Policy Committee Recommendations

DATE: August 25, 2008

The Policy Committee has reviewed and deliberated upon the existing or proposed policies listed below. The committee's recommendations for your consideration are provided and copies are attached (with mark-up version where applicable).

*Staff Council (SC) *Student Government Association (SGA) *Faculty Senate (FS)

Policy No.	Policy Title	Purpose of Recommended Action	Committee Recommendation	Substantive Dissent Expressed By
2:010	Electronic Access to Student Records	Policy contains specific references to computer screens not used with new technology.	Approval of revisions to existing policy recommended	None
5:056	Conflict of Interest	Align with TBR policy.	Approval of revisions to existing policy recommended	None

Should you decide to accept the committee's recommendation to approve a new or revised policy, please sign and date the respective policy in the "Approved" section of the header. If you decide to modify the committee's recommendation regarding a particular policy, please feel free to indicate the changes required on the copy provided and return to my office, whereupon we will provide a conforming original for your execution.

Please indicate your decision to accept the committee's recommendation to rescind a particular policy by writing "Rescinded" along with your signature and the date of your decision on the copy provided and returning to my office for follow-up. Finally, please feel free to provide any questions, comments or instructions you care to submit to the committee to my office for distribution to the committee members.

cc: Mitch Robinson
David Denton

Office of the
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Browning Building Room 151
Post Office Box 4628
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Phone: (931) 221-7572
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TO: Joe Weber
Director of Library Services

FROM: Richard E. Jackson ~~AS~~
Vice President for Legal Affairs & Strategic Planning

SUBJECT: Policies for Library Posting

DATE: October 7, 2008

The President has recently approved the revision or deletion of the policies listed below. Copies of the revised policies are attached and should be inserted in or removed from the University Policy Binder that the library makes available for public review. The currently maintained copy of any policy listed below should be replaced with the copy attached hereto. Any currently maintained copy of a policy listed below as deleted should be removed and noted as rescinded. Please let me know if you have any questions.

Policy Number	Policy Title	Effective Date	Deleted Policy	Revised Policy
3:017	Financial Aid Standards of Renewal and Retention	10/07/2008	X	
99:012	Assignment of University Facilities to Academic and Other Departments	10/07/2008	X	
5:021	Position Establishment	10/07/2008	X	
5:020	Employing Students Under CWSP and GCWP	10/07/2008	X	
5:057	Grievance Procedure for Persons w/Complaints Related to the Americans w/Disabilities Act	10/07/2008		X
5:060	Policy on Academic Tenure	10/07/2008		X

cc: Mitch Robinson
Gina Garber
Robert Hensley

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TO: Joe Weber
Director of Library Services

FROM: Richard E. Jackson
Vice President for Legal Affairs & Strategic Planning

SUBJECT: Policies for Library Posting

DATE: January 22, 2009

The President has recently approved the revision or deletion of the policies listed below. Copies of the revised policies are attached and should be inserted in or removed from the University Policy Binder that the library makes available for public review. The currently maintained copy of any policy listed below should be replaced with the copy attached hereto. Any currently maintained copy of a policy listed below as deleted should be removed and noted as rescinded. Please let me know if you have any questions.

Policy Number	Policy Title	Effective Date	Deleted Policy	Revised Policy
4:016	Travel	01/15/2009		X
99:018	Coordination of University Events	01/15/2009	X	
99:020	Special Parking for Groups on Campus	01/15/2009	X	
99:019	Parking Permits	01/15/2009	X	
99:026	University Flag Procedures	01/15/2009	X	
4:009	Unexpended Unrestricted Budget Balances	01/15/2009	X	
4:022	Budgeting Process	01/15/2009	X	
4:003	Work Orders	01/15/2009	X	

cc: University Policy Committee
Gina Garber
Robert Hensley

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TO: Joe Weber
Director of Library Services

FROM: Richard E. Jackson *es*
Vice President for Legal Affairs & Strategic Planning

SUBJECT: Policies for Library Posting

DATE: February 11, 2009

The President has recently approved the revision or deletion of the policies listed below. Copies of the revised policies are attached and should be inserted in or removed from the University Policy Binder that the library makes available for public review. The currently maintained copy of any policy listed below should be replaced with the copy attached hereto. Any currently maintained copy of a policy listed below as deleted should be removed and noted as rescinded. Please let me know if you have any questions.

Policy Number	Policy Title	Effective Date	Deleted Policy	Revised Policy
99:005	Duplication Services, Duplicator and Preparation	12/8/2008	X	
5:048	Salary Consideration for Staff Based Upon continuing Education	02/3/2009		X

cc: University Policy Committee
Gina Garber
Scott Shumate

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TO: Joe Weber
Director of Library Services

FROM: Richard E. Jackson ^{AS}
Vice President for Legal Affairs & Strategic Planning

SUBJECT: Policies for Library Posting

DATE: March 13, 2009

The President has recently approved the revision or deletion of the policies listed below. Copies of the revised policies are attached and should be inserted in or removed from the University Policy Binder that the library makes available for public review. The currently maintained copy of any policy listed below should be replaced with the copy attached hereto. Any currently maintained copy of a policy listed below as deleted should be removed and noted as rescinded. Please let me know if you have any questions.

Policy Number	Policy Title	Effective Date	Deleted Policy	Revised Policy
99:004	Request for Lists/Labels	03/12/09	X	
99:021	Environmental, Health and Safety Policy	03/12/09		X

cc: University Policy Committee
Gina Garber
Scott Shumate

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TO: Joe Weber
Director of Library Services

FROM: Richard E. Jackson
Vice President for Legal Affairs & Strategic Planning

SUBJECT: Policies for Library Posting

DATE: April 27, 2009

The President has recently approved the revision or deletion of the policies listed below. Copies of the revised policies are attached and should be inserted in or removed from the University Policy Binder that the library makes available for public review. The currently maintained copy of any policy listed below should be replaced with the copy attached hereto. Any currently maintained copy of a policy listed below as deleted should be removed and noted as rescinded. Please let me know if you have any questions.

Policy Number	Policy Title	Effective Date	Deleted Policy	Revised Policy
3:002	Use of Memorial Health Building for Intramural Recreation Activities	4/14/09	X	
4:006	Emergency Management Plan	4/14/09		X

cc: University Policy Committee
Gina Garber
Scott Shumate

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TO: Melony Jones, Communication Specialist
Public Relations

FROM: Richard E. Jackson
Vice President for Legal Affairs & Strategic Planning

SUBJECT: Policies for Announcement in The Gov Says

DATE: June 12, 2009

The President has recently approved the actions listed below that pertain to university policies. Please include an announcement of these policy actions in at least three (3) upcoming "The Gov Says" web postings, including the respective explanations provided in the "Purpose of Recommended Action" section. Please let me know if you have any questions.

Policy Number	Policy Title	Purpose of Recommended Action	Effective Date	New Policy	Revised Policy	Rescinded Policy
3:031	SARS Policy	Any health related emergency will be part of the Emergency Preparedness Plan guidelines	06/08/09			X
3:028	Alcoholic Beverage Use and Possession	Policy did not conform with TBR's guidelines	06/08/09		X	
4:021	Budget	All procedural information was removed	06/08/09		X	

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TO: Melony Jones, Communication Specialist
Public Relations

FROM: Richard E. Jackson
Vice President for Legal Affairs & Strategic Planning

SUBJECT: Policies for Announcement in The Gov Says

DATE: June 12, 2009

The President has recently approved the actions listed below that pertain to university policies. Please include an announcement of these policy actions in at least three (3) upcoming "The Gov Says" web postings, including the respective explanations provided in the "Purpose of Recommended Action" section. Please let me know if you have any questions.

Policy Number	Policy Title	Purpose of Recommended Action	Effective Date	New Policy	Revised Policy	Rescinded Policy
3:031	SARS Policy	Health related emergencies will be addressed in the Emergency Preparedness Plan guidelines	06/08/09			X
3:028	Alcoholic Beverage Use and Possession	To bring policy into compliance with the most current TBR policy/guidelines	06/08/09		X	
4:021	Budget	All outdated procedural information was removed	06/08/09		X	