

POLICY ORGANIZATION AND CONTENT

Alphabetical Index

There are two indices of the policies contained in the Manual, one is in alphabetical order by subject and the other in numerical order by policy number for each section. Both will be updated each time a policy is approved by the President and distributed by the Office of the Vice President for Finance and Administration.

There are seven major divisions in the Manual as follows:

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

<u>POLICY NO.</u>	<u>SUBJECT</u>	<u>DATE</u>
5:008	Academic Credit: Restrictions for Professional Personnel	08/01/86
3:021	Acquired Immune Deficiency Syndrome (AIDS)	08/06/92
5:011	Administrative Interns	08/01/86
1:001	Administrative Organization of the University	11/14/90
3:025	Admission of Foreign Non-Immigrant Students	11/14/94
5:037	Adoptive Parents Leave	05/16/96
3:014	Alcoholic Beverage Advertising	10/20/98
3:028	Alcoholic Beverage Use and Possession	12/02/98
5:005	Allocation and Recruitment of Faculty	08/01/86
5:038	Annual Leave	12/06/93
99:002	Archives	08/01/86
99:012	Assignment of University Facilities to Academic and Other Departments	08/01/86
4:018	Athletic and Other Group Travel	09/04/90
4:024	Athletic Ticket Policy and Ticket Office Procedures	08/10/90
5:004	Attendance Policy for Inclement Weather	03/22/93
99:025	Austin Peay State University World Wide Web Policy	07/26/96

5:049	Bereavement Leave	05/06/99
4:021	Budget Revisions	10/09/95
4:022	Budgeting Process	08/01/86
99:003	Bulletin Boards	08/01/86
3:020	Career Service Population	08/06/92
4:008	Cash Collections and Receipting	08/01/86
5:032	Certified Professional Secretary Examination	05/06/99
5:039	Civil Leave	02/20/98
3:019	Classifying Students In-State and Out-of-State for Purposes of Paying Fees and for Admissions Purposes	04/24/97
5:016	Clearance Procedures for Academic Personnel	08/01/86
5:025	Clearance Procedures for Administrative/ Professional and Classified Personnel	06/16/99
2:009	Collaborative Process for Academic Reorganization and Reidentification	05/24/99
4:011	Collection of Receivables	09/26/94
5:031	Compensatory/Overtime	03/13/91
99:001	Compliance with Copyright Law for Printed Matter and Computer Software	08/01/86
4:030	Computer Services Software Development Requests	05/22/91
3:024	Confidentiality of Student Records	08/06/92
5:056	Conflict of Interest	02/10/99
1:012	Constitution of Academic Council	08/01/86
2:003	Continuing Education Units	08/01/86
1:010	Contracts and Agreements Requiring Presidential Approval	08/01/86
99:018	Coordination of University Events	02/10/99
3:003	Counseling Center Service Population	01/14/98
4:026	Courtesy Vehicles	08/01/86
2:001	Curricular Change	08/01/86
5:029	Departmental Chairpersons	05/06/99
5:053	Discipline Procedures for Non-Faculty Employees	05/06/99
99:009	Display of Announcements	08/01/86
5:051	Drug-Free Workplace/Campus	08/14/95
3:004	Dunn Center Operation	08/01/86
99:005	Duplication Services, Duplicators and Preparation of Multi-Copies	08/01/86
3:007	Eligibility/Commitment of Financial Aid: Enrollment and Payment of Student Fees	08/01/92
5:009	Emeritus Faculty	08/01/86
5:055	Employee Recognition Program	05/06/99
5:020	Employing Students under CWSP and GCWP	08/01/86

<u>POLICY</u>	<u>SUBJECT</u>	<u>DATE</u>
5:035	Employment and Commissioning of Campus Security Officers	01/07/99
5:036	Employment Classification	04/18/88
5:022	Employment Procedures	04/22/98
5:002	Equal Employment Opportunity, Affirmative Action, Discrimination, and Nepotism	05/02/94
5:001	Faculty and Staff Support for Educational Expenses	12/02/98
2:008	Faculty Post-Retirement Program (FPRP)	05/18/99
2:006	Faculty Professional Development Assignments	04/03/89
5:012	Faculty Salary Schedule	08/01/86
5:018	Faculty Sick Leave	05/24/93
3:017	Financial Aid Standards of Renewal and Retention	08/06/92
99:024	Financial Conflict of Interest on Externally-Sponsored Projects	02/12/96
5:046	Financial Exigency	11/28/88
99:010	General Athletic Policy	08/01/86
99:007	Grant Proposals Preparation	12/20/89
99:016	Grant Recognition and Incentive for Academic Departments	07/07/98
99:008	Grants Management	02/10/99
5:027	Grievance and Complaint Procedures for Employees	05/06/99
5:057	Grievance Procedure for Persons with Complaints Related to the Americans with Disabilities Act	06/14/93
4:010	Guest Meal/Special Event Payment Authorization	07/26/96
5:003	Harassment - Sexual, Racial, and Other	05/24/93
99:021	Hazardous Materials	01/23/89
3:026	Hepatitis Policy	05/01/92
5:054	Holidays	08/26/97
4:029	Home Use of Computer Terminals	09/16/87
5:033	Immigration Reform and Control Act of 1986	05/26/93
5:050	Inspecting and Copying Public Records	02/10/99
5:015	Instructional Work Load	08/01/86
4:001	Internal Auditing	08/01/86
5:007	Lawsuits Initiated Against a University Employee	05/06/99
5:040	Leave of Absence	05/16/96
5:041	Leave Records	04/18/88
5:042	Leave Transfer Between the State	

<u>POLICY</u>	<u>SUBJECT</u>	<u>DATE</u>
	University and Community College System and State Agencies	12/18/89
99:023	Library Inventory	11/07/89
4:006	Major Disturbances, Disaster Control, and Inclement Weather Plan	09/09/96
2:005	Manuscript Preparation and Mailing	08/01/86
5:043	Maternity Leave	11/26/97
3:027	Measles Policy	08/06/92
99:006	Memberships and Subscriptions	08/01/86
5:052	Merit Pay Policy for Non-Faculty Employees	06/16/99
5:044	Military Leave	05/06/97
3:005	Miller Fund Loan Policy	08/06/92
99:013	Misconduct in Research and Other Creative Activities	01/19/99
2:004	Non-Credit Activities	08/01/86
3:009	Off-Campus Radio Stations Use of Facilities	08/01/86
3:015	Off-Campus Speakers	08/01/86
1:009	Open Meetings Policy	10/12/98
5:030	Oral English Proficiency	05/16/94
1:003	Organization for Academic Affairs	11/01/90
1:007	Organization for Asst. Vice President for Planning and Institutional Effectiveness	10/22/90
1:002	Organization for Development	10/10/90
1:004	Organization for Finance and Administration	11/12/90
1:006	Organization for Intercollegiate Athletics	12/03/90
1:005	Organization for Student Affairs	08/06/92
5:026	Outside Employment	06/23/97
99:019	Parking Permits (Special)	01/11/88
5:019	Patents and Copyrights	08/01/86
5:024	Performance Evaluations for Administrative/ Professional and Classified Employees	09/18/89
3:006	Performance Scholarships	08/01/86
5:010	Personnel Policies and Procedures for Faculty	08/01/96
4:012	Petty Cash	05/16/88
0:003	Policies and Procedures not Necessarily Contained in the Manual	06/01/87
0:002	Policies Distribution	11/12/97
0:001	Policy Preparation Guidelines	11/12/97
5:021	Position Establishment	08/01/86
4:020	Property Control	02/14/92

<u>POLICY</u>	<u>SUBJECT</u>	<u>DATE</u>
4:004	Public Safety Operational Guidelines	01/07/99
99:017	Publication Printing	08/01/86
4:015	Purchasing	07/01/90
5:047	Reclassification of Non-Faculty Personnel	07/08/97
4:017	Recruitment Reimbursement (Faculty/Administration)	08/01/86
99:004	Request for List/Labels	04/18/88
5:014	Research Associates	08/01/86
2:007	Research Involving Animals Policy	02/12/96
2:002	Research (Faculty and/or Student) Involving Human Subjects	08/01/86
1:008	Responsibilities During the Absence of the President and Division Heads	07/08/97
5:023	Retiree Benefits	02/10/99
4:013	Rollerblading/Skateboarding	04/22/98
5:048	Salary Considerations ¹ for Staff Based Upon Continuing Education	09/01/98
4:007	Security of Facilities	11/26/90
5:045	Sick Leave	06/23/97
99:022	Smoking and Clean Air	07/01/96
4:002	Solicitation and Acceptance of Funds or Gifts	10/12/92
99:020	Special Parking for Groups on Campus	06/20/94
3:018	Student Affairs Council Constitution	11/03/86
3:023	Student-Athlete Drug Education Policy	09/16/87
3:013	Student Code of Conduct	08/06/92
3:011	Student Emergency Medical Procedures	08/06/92
3:022	Student Government Loan Fund	08/06/92
3:010	Student Health Services	08/06/92
3:008	Student Non-Academic Grievance Committee Guidelines	08/01/86
3:012	Student Organizations	06/01/91
3:016	Student Residence Regulations and Agreements	08/06/92
5:028	Summer Session, Intersession, and Extra Compensation (corrected)	01/07/99
99:015	Telephone Repair Service	06/16/99
99:014	Telephone Service Requests	08/01/86
5:006	Termination of Faculty Members for Adequate Cause	06/29/88
4:005	TOSHA Handbook	08/01/86
99:011	Training Room	08/01/86
4:016	Travel	05/06/99
4:009	Unexpended Unrestricted Budget Balances	08/01/86
99:026	University Flag Procedures	01/06/99

<u>POLICY</u>	<u>SUBJECT</u>	<u>DATE</u>
4:014	University-Owned Word Processors and Microprocessors	08/01/86
4:025	Use and Care of University-Owned Automobiles	01/22/92
3:001	Use of Campus Property and Facilities	08/08/94
3:002	Use of Memorial Health Building for Intramural Recreation Activities	06/01/91
4:027	VAX/VMS Academic Timesharing System	08/01/86
4:023	Vending Machines	08/01/86
5:058	Voting Leave	11/13/98
4:003	Work Orders	08/01/86

REV. 06/99

POLICY NO.

SUBJECT

DATE

0:001	Policy Preparation Guidelines	11/12/97
0:002	Policies Distribution	11/12/97
0:003	Policies and Procedures not Necessarily Contained in the Manual	06/01/87

REV. 06/99

<u>POLICY NO.</u>	<u>SUBJECT</u>	<u>DATE</u>
1:001	Administrative Organization of the University	11/14/90
1:002	Organization for Development	10/10/90
1:003	Organization for Academic Affairs	11/01/90
1:004	Organization for Finance and Administration	11/12/90
1:005	Organization for Student Affairs	08/06/92
1:006	Organization for Intercollegiate Athletics	12/03/90
1:007	Organization for Assistant VP for Planning and Institutional Effectiveness	10/22/90
1:008	Responsibilities During the Absence of the President and Division Heads	07/08/97
1:009	Open Meetings Policy	10/12/98
1:010	Contracts and Agreements Requiring Presidential Approval	08/01/86
1:012	Constitution of Academic Council	08/01/86

REV. 06/99

POLICY NO.SUBJECTDATE

2:001	Curricular Change	08/01/86
2:002	Research (Faculty and/or Student) Involving Human Subjects	08/01/86
2:003	Continuing Education Units	08/01/86
2:004	Non-Credit Activities	08/01/86
2:005	Manuscript Preparation and Mailing	08/01/86
2:006	Faculty Professional Development Assignments	04/03/89
2:007	Research Involving Animals	02/12/96
2:008	Faculty Post-Retirement Program (FPRP)	05/18/99
2:009	Collaborative Process for Academic Reorganization and Reidentification	05/24/99

<u>POLICY NO.</u>	<u>SUBJECT</u>	<u>DATE</u>
3:001	Use of Campus Property and Facilities	08/08/94
3:002	Use of Memorial Health Building for Intramural Recreation Activities	06/01/91
3:003	Counseling Center Service Population	01/14/98
3:004	Dunn Center Operation	08/01/86
3:005	Miller Fund Loan Policy	08/06/92
3:006	Performance Scholarships	08/01/86
3:007	Eligibility/Commitment of Financial Aid: Enrollment and Payment of Student Fees	08/01/92
3:008	Student Non-Academic Grievance Committee Guidelines	08/01/86
3:009	Off-Campus Radio Stations Use of Facilities	08/01/86
3:010	Student Health Services	08/06/92
3:011	Student Emergency Medical Procedures	08/06/92
3:012	Student Organizations	06/01/91
3:013	Student Code of Conduct	08/06/92
3:014	Alcoholic Beverage Advertising	10/20/98
3:015	Off-Campus Speakers	08/01/86
3:016	Student Residence Regulations and Agreements	08/06/92
3:017	Financial Aid Standards of Renewal and Retention	08/06/92
3:018	Student Affairs Council Constitution	11/03/86
3:019	Classifying Students In-State and Out-of-State for Purposes of Paying Fees and Tuition and for Admission Purposes	04/24/97
3:020	Career Service Population	08/06/92
3:021	Acquired Immune Deficiency Syndrome (AIDS)	08/06/92
3:022	Student Government Loan Fund	08/06/92
3:023	Student-Athlete Drug Education Policy	09/16/87
3:024	Confidentiality of Student Records	08/06/92
3:025	Admission of Foreign Non-Immigrant Students	11/14/94
3:026	Hepatitis Policy	05/01/92
3:027	Measles Policy	08/06/92
3:028	Alcoholic Beverage Use and Possession	12/02/98

<u>POLICY NO.</u>	<u>SUBJECT</u>	<u>DATE</u>
4:001	Internal Auditing	08/01/86
4:002	Solicitation and Acceptance of Funds or Gifts	10/12/92
4:003	Work Orders	08/01/86
4:004	Public Safety Operational Guidelines	01/07/99
4:005	TOSHA Handbook	08/01/86
4:006	Major Disturbances, Disaster Control, and Inclement Weather Plan	09/09/96
4:007	Security of Facilities	11/26/90
4:008	Cash Collections and Receipting	08/01/86
4:009	Unexpended Unrestricted Budget Balances	08/01/86
4:010	Guest Meal/Special Event Payment Authorization	07/26/96
4:011	Collection of Receivables	09/26/94
4:012	Petty Cash	05/16/88
4:013	Rollerblading/Skateboarding	04/22/98
4:014	University-Owned Word Processors and Microprocessors	08/01/86
4:015	Purchasing	07/01/90
4:016	Travel	05/06/99
4:017	Recruitment Reimbursement (Faculty/Administration)	08/01/86
4:018	Athletic and Other Group Travel	09/04/90
4:020	Property Control	02/14/92
4:021	Budget Revisions	10/09/95
4:022	Budgeting Process	08/01/86
4:023	Vending Machines	08/01/86
4:024	Athletic Ticket Policy and Ticket Office Procedures	08/10/90
4:025	Use and Care of University-Owned Automobiles	01/22/92
4:026	Courtesy Vehicles	08/01/86
4:027	VAX/VMS Academic Timesharing System	08/01/86
4:029	Home Use of Computer Terminals	09/16/87
4:030	Computer Services Software Development Requests	05/22/91

<u>POLICY NO.</u>	<u>SUBJECT</u>	<u>DATE</u>
5:001	Faculty and Staff Support for Educational Expenses	12/02/98
5:002	Equal Employment Opportunity, Affirmative Action, Discrimination, and Nepotism	05/02/94
5:003	Harassment - Sexual, Racial, and Other	05/24/93
5:004	Attendance Policy for Inclement Weather	03/22/93
5:005	Allocation and Recruitment of Faculty	08/01/86
5:006	Termination of Faculty Members for Adequate Cause	06/29/88
5:007	Lawsuits Initiated Against a University Employee	05/06/99
5:008	Academic Credit: Restrictions for Professional Personnel	08/01/86
5:009	Emeritus Faculty	08/01/86
5:010	Personnel Policies and Procedures for Faculty	08/01/96
5:011	Administrative Interns	08/01/86
5:012	Faculty Salary Schedule	08/01/86
5:014	Research Associates	08/01/86
5:015	Instructional Work Load	08/01/86
5:016	Clearance Procedures for Academic Personnel	08/01/86
5:018	Faculty Sick Leave	05/24/93
5:019	Patents and Copyrights	08/01/86
5:020	Employing Students under CWSP and GCWP	08/01/86
5:021	Position Establishment	08/01/86
5:022	Employment Procedures	04/22/98
5:023	Retiree Benefits	02/10/99
5:024	Performance Evaluation for Administrative/Professional and Classified Employees	09/18/89
5:025	Clearance Procedures for Administrative/Professional and Classified Personnel	06/16/99
5:026	Outside Employment	06/23/97
5:027	Grievance and Complaint Procedures for Employees	05/06/99
5:028	Summer Session, Intersession, and Extra Compensation (corrected)	01/07/99
5:029	Departmental Chairpersons	05/06/99
5:030	Oral English Proficiency	05/16/94
5:031	Compensatory/Overtime	03/13/91
5:032	Certified Professional Secretary Examination	05/06/99
5:033	Immigration Reform and Control Act of 1986	05/26/93
5:035	Employment and Commissioning of Campus Security Officers	01/07/99

<u>POLICY NO.</u>	<u>SUBJECT</u>	<u>DATE</u>
5:036	Employment Classification	04/18/88
5:037	Adoptive Parents Leave	05/16/96
5:038	Annual Leave	12/06/93
5:039	Civil Leave	02/20/98
5:040	Leave of Absence	05/16/96
5:041	Leave Records	04/18/88
5:042	Leave Transfer Between the State University and Community College System and State Agencies	12/18/89
5:043	Maternity Leave	11/26/97
5:044	Military Leave	05/06/97
5:045	Sick Leave	06/23/97
5:046	Financial Exigency	11/28/88
5:047	Reclassification of Non-Faculty Personnel	07/08/97
5:048	Salary Considerations for Staff Based Upon Continuing Education	09/01/98
5:049	Bereavement Leave	05/06/99
5:050	Inspecting and Copying Public Records	02/10/99
5:051	Drug-Free Workplace/Campus	08/14/95
5:052	Merit Pay Policy for Non-Faculty Employees	06/16/99
5:053	Discipline Procedures for Non-Faculty Employees	05/06/99
5:054	Holidays	08/26/97
5:055	Employee Recognition Program	05/06/99
5:056	Conflict of Interest	02/10/99
5:057	Grievance Procedure for Persons with Complaints Related to the Americans with Disabilities Act	06/14/93
5:058	Voting Leave	11/13/98

<u>POLICY NO.</u>	<u>SUBJECT</u>	<u>DATE</u>
99:001	Compliance with Copyright Law for Printed Matter and Computer Software	08/01/86
99:002	Archives	08/01/86
99:003	Bulletin Boards	08/01/86
99:004	Request for List/Labels	04/18/88
99:005	Duplication Services, Duplicators and Preparation of Multi-Copies	08/01/86
99:006	Memberships and Subscriptions	08/01/86
99:007	Grant Proposals Preparation	12/20/89
99:008	Grants Management	02/10/99
99:009	Display of Announcements	08/01/86
99:010	General Athletic Policy	08/01/86
99:011	Training Room	08/01/86
99:012	Assignment of University Facilities to Academic and Other Departments	08/01/86
99:013	Misconduct in Research and Other Creative Activities	01/19/99
99:014	Telephone Service Requests	08/01/86
99:015	Telephone Repair Service	06/16/99
99:016	Grant Recognition and Incentive for Academic Departments	07/07/98
99:017	Publication Printing	08/01/86
99:018	Coordination of University Events	02/10/99
99:019	Parking Permits (Special)	01/11/88
99:020	Special Parking for Groups on Campus	06/20/94
99:021	Hazardous Materials	01/23/89
99:022	Smoking and Clean Air	07/01/96
99:023	Library Inventory	11/07/89
99:024	Financial Conflict of Interest on Externally- Sponsored Projects	02/12/96
99:025	Austin Peay State University World Wide Web Policy	07/26/96
99:026	University Flag Procedures	01/06/99

REV. 06/99