

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 0:003	Supersedes Policy Number: 0:003
Date: February 21, 2006	Dated: October 12, 2004
Subject: Policies and Procedures not Necessarily Contained in the Manual	Mandatory Review Date: February 21, 2011
Initiating Authority: Vice President for Legal Affairs and Strategic Planning	TBR Policy/Guideline Reference:
Approved: President: signature on file	

Policies and Procedures are designed to clarify University operations. To include all procedures contained in other documents in Policies and Procedures would be impractical. However, each administrator should be familiar with the procedures contained in these other documents as appropriate for his/her area of responsibility. The documents referred to here and the officer responsible for each are as follows:

Faculty Handbook	Provost
University Bulletin	Provost
Class Schedule	Provost
Staff Employees' Handbook	Director for Human Resources
Student Handbook	Associate Vice President for Student Affairs
EEO/AA Procedures Manual	Manager of Affirmative Action
TOSHA Handbook	Vice President for Finance and Administration
Department of Public Safety Rules and Regulations	Vice President for Finance and Administration
APSU Foundation Bylaws	Executive Director for University Advancement
Information Systems Standards and Procedures Manual	Vice President for Finance and Administration
EDP Disaster Recovery Plan and Procedures	Vice President for Finance and Administration