

**AUSTIN PEAY STATE UNIVERSITY
POLICY MANUAL**

Policy Number: 0:001	Supersedes Policy Number: 0:001
Date: March 19, 2008	Dated: October 21, 2005
Subject: Policy Preparation Guidelines	Mandatory Review Date: March 19, 2013
Responsible University Official: Vice President for Legal Affairs and Strategic Planning	TBR Policy/Guideline Reference:
Approved: President: Signature on file	

A. Responsibilities

Each Responsible University Official has the responsibility for ensuring that the policies for his/her unit(s) are current and accurate. All policies must be in accordance with Tennessee Board of Regents policy and the laws of the State of Tennessee. The Vice President for Legal Affairs and Strategic Planning will present policies for approval to the Policy Committee and maintain the official copy of each approved policy. Committee approval shall be indicated by a simple majority vote.

B. Initiating Authority

Any policy committee member may request policy changes.

C. Submission of Changes

Proposed additions and revisions to policy should be submitted to the office of the Vice President for Legal Affairs and Strategic Planning by the policy committee member by the 1st day of the month. Upon approval by the President, the policy or procedure will become official.

D. **Organization and Format of Policies**

Policies are categorized into seven major sections:

Policy No. Range	Description	Responsible Division
0:xxx	Policy Instructions	Legal Affairs and Strategic Planning
1:xxx	Governance	President
2:xxx	Academic Policies	Academic Affairs
3:xxx	Student Policies	Student Affairs
4:xxx	Business and Finance Policies	Finance and Administration
5:xxx	Personnel Policies	Finance and Administration & Academic Affairs
7:xxx	Responsible University Official	Finance and Administration & Academic Affairs
99:xxx	Miscellaneous Policies	As Appropriate

E. **Standard Format:**

All policies will be in Microsoft Word, Times New Roman font, 12 pt. size. 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provide information pertaining to the policy identification number, effective date of the policy, number of the policy superseded (if it is a new policy, write "none" in this space.), date of the superseded policy, subject of the policy, the initiating authority for the policy, the TBR Policy/Guideline reference number, and the President's signature of approval.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 Legal Affairs and Strategic Planning. 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 authority, being selected in accordance with the criteria of clarity, conciseness, etc. All changes are to be tracked (Tools & Track Changes). Text deletions will be indicated by strikethrough effect and it will be red in color unless your version of word automatically places deleted text in the right margin. Example: ~~Strikethrough~~ Text additions should be underlined and will be blue in color (Tools, Options then select Track Changes, in the Markup section is where you select "underline" and the color blue). Example: Blue.