

Policy Revision Checklist for Policy

1. **Start** Group preparing the revision

2. **To** Legal Affairs and Strategic Planning
Request the Word version of a policy.

3. **To** Initiating Authority of the Policy
Provost
Vice President for Student Affairs
Director of Affirmative Action
Vice President for Finance and Administration
Executive Director for University Advancement
Inform the Initiating Authority of the request to revise the policy.

4. **To** Group preparing the revision
Revise the policy following policy 0:001 for format.

Not academic
For information only

5. **If the policy is academic, then**

To Faculty Senate Executive Committee
Review the policy.

To Faculty Senate
Vote on the policy.

To Deans' Council
Vote on the policy.

To Academic Council
Vote on the policy.

6. **To** Legal Affairs and Strategic Planning
Prepare the policy for the next Policy Committee meeting.

7. **To** University Policy Committee
First Reading
Review the policy.
Second reading
Review an academic policy for information.
Vote on implementation, revision, or revocation of a non-academic policy.

8. **To** Legal Affairs and Strategic Planning
If the policy is approved, prepare the policy for the President to approve and sign.

9. **To** President
Approve and sign the policy.
Reject the revision.
Return the policy to Step 4 (or to Faculty Senate Executive Committee) for final revision.

10. **To** Legal Affairs and Strategic Planning
Post the policy to the web, send an electronic copy to the library, post it in The Gov, and keep the original on file along with any back-up material.

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

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|---|---|
| Policy Number: 99:022 | Supersedes Policy Number: 99:022 |
| Date: November 1, 2006 | Dated: July 1, 2006 |
| Subject: Smoking and Clean Air | Mandatory Review Date: November 1, 2011 |
| Initiating Authority: Vice President for Finance and Administration | TBR Policy/Guideline Reference: |
| Approved: President: signature on file | |

Austin Peay State University promotes a healthy, sanitary environment free from tobacco smoke in University facilities, grounds and state-owned vehicles. APSU faculty, staff and students, by vote of each body, acknowledge that long-term health hazards may accrue to people subjected to tobacco smoke, both from smoking and from second-hand smoke.

This policy prohibits smoking in all University buildings, grounds and state-owned vehicles unless exceptions are stated in this policy. Regardless of whether classes are in session, this policy prohibits smoking in all buildings, grounds and state-owned vehicles 24 hours a day, year round. People who want to use smoke-free tobacco products may do so thirty (30) feet from each building exit and entrance. Smoke-free tobacco product use is prohibited in University buildings and state-owned vehicles.

Public safety to enforce policy.

Employee violations of this policy should be reported to the appropriate supervisor. Student violations of this policy should be reported to the Office of Student Affairs. There shall be no reprisals against anyone reporting violations of this policy.

Current proposal also excepts Blount & Sevier, striking them from smoking.

Exceptions

Smoking shall be permitted in the following parking lots:

- All Residence Halls and Family Housing with the exception of Henry Street and Gov's Lane
- Dunn Center on Robb Avenue
- Student Recreation Center (Old Armory Parking Lot)
- Shasteen back lot
- Farris and Eighth Street
- Music Mass Communications
- Eighth Street
- ~~Trahern~~
- ~~Archwood~~
- College Street and University Avenue
- McCord

Current proposal strikes two more lots from smoking areas.

The University Policy Committee will consider banning smoking in the campus core: from College to Marion & from Drane to 8th.

Campus smoking map: <http://www.apsu.edu/smoking/>