

## **POLICIES**

**Issued:** May 19, 2017

**Responsible Official:** General Counsel

**Responsible Office:** Office of Legal Affairs

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### **Policy Statement**

The Board of Trustees has ultimate authority to approve policies in the areas of Governance, Organization, and General. The Board of Trustees delegates approval authority to the President for policies in all other areas. Each responsible official has the responsibility for ensuring that the policies for his/her responsible office(s) are current and accurate. All policies must be in accordance with the laws of the State of Tennessee. The Policy Committee Chair will present all policies for approval to the University Policy Committee and maintain the official copy of each approved policy. Committee approval shall be indicated by a simple majority vote.

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### **Definitions**

#### **Responsible Official**

The responsible officials for APSU are the Provost, Vice Presidents, and Direct Reports to the President.

**Initiator** Proposals for new policies and for policy changes may be made by administrators, faculty members, staff members, or students.

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### **Procedures**

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**Review of Policies** The process for reviewing policies is outlined in the flow chart found in Appendix A.

**Standard Format** In order to provide for the standardization and clarity of policies, all drafts submitted for inclusion should conform to the following criteria:

A. Numbering System: Policies will be identified by a multi-digit number. The first digit will designate the section in which the policy lies. These designations are as follows:

- 0:xxx Policy Instructions
- 1:xxx Governance, Organization, and General
- 2:xxx Academics
- 3:xxx Students
- 4:xxx Business and Finance
- 5:xxx Personnel
- 6:xxx Nondiscrimination, Harassment, and Sexual Misconduct Policies
- 7:xxx Advancement and Communications
- 8:xxx Athletics

**Publication** Upon signature of the President and approval of the Board of Trustees, a notice will be provided to the campus community, the policy will be posted to the University policy webpage and an electronic copy will be sent to the Library for the University Policy Binder.

**Exceptions** Exceptions to this process may be made at the direction and discretion of the President after disclosure to the Chair of the Board of Trustees.

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### **Links**

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**APSU Policies and Procedures** <https://www.apsu.edu/policy>

**Procedures for New,  
Revised, or Rescinded  
Policies**

<https://www.apsu.edu/policy/procedures-new-revised-rescinded-policies>

**Revision Dates**

APSU Policy 0:001– Rev.: May 19, 2017  
 APSU Policy 0:001– Rev.: March 30, 2017  
 APSU Policy 0:001– Issued: October 28, 2015

**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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**Approved**

President: signature on file

## Appendix A- Policy Process Flow Chart

The policy administration falls under Finance and Administration (F&A).  
The University Policy Committee (UPC) meets the 2<sup>nd</sup> Tuesday of each month.

