Protocol for Policy Statement Development, Approval, Revision, & Rescindment
Monitoring Unit: Academic Affairs
Initially Issued: 04/02/2013
Last Revised:
Last Reviewed:

POLICY STATEMENT DEVELOPMENT, APPROVAL, REVISION, AND RESCINDMENT

PURPOSE

This document provides procedural guidance for policies specifically applicable to Louisiana State University (LSU).

DEFINITIONS

Functional Classification: gives insight into the nature of a Policy Statement; the functional classification can be one of the following:

- Institutional Governance & Administration
- Auxiliary & Enterprises
- Faculty & Staff Employment
- Facilities Operation & Maintenance
- Health & Safety
- Instruction
- Information Technology
- Research
- Student Services

Monitoring Unit: the administrative unit charged with the responsibility for the ongoing and periodic review of a specific Policy Statement. The monitoring unit shall provide for such revision and other modifications as required.

Policy Statements (PS): represent standard operating policies and procedures of LSU. They are not binding upon other institutions within the LSU System and are subordinate to policies of the LSU System issued as Permanent Memoranda, to the Bylaws & Regulations of the LSU Board of Supervisors, and to state and federal regulations and statutes. Typically, Policy Statements originate with the monitoring unit to address policy issues that are campus wide in nature. Policy Statements may also be issued to interpret and implement Permanent Memoranda and Bylaws & Regulations of the Board or pursuant to the requirements of state and federal law.

GENERAL POLICY AND DISCLAIMER

University Policy Statements are established for the purpose of institutional governance. Policy Statements serve to implement or interpret various laws, rules, regulations, policies, and/or to reflect the university's chosen method of managing its affairs. The university takes due care to assure that Policy Statements, when issued, are in compliance with applicable controlling laws, rules, and regulations. However, it is recognized that changes in such laws, rules, and regulations may result in all or a portion of a Policy Statement becoming null or incorrect until a necessary revision is made. In such cases, those portions of a Policy Statement that are contrary to or in conflict with any controlling law, rule, or regulation are invalid. To the extent that
the remainder of the Policy Statement is unaffected by a change in controlling laws, rules, and/or regulations, that remaining portion of the Policy Statement will remain valid and in effect.

PROCEDURES

A. Initiation of Proposed Policy Statements

1. New Policy Statements:

Proposals for new Policy Statements shall be submitted through or by the monitoring unit through administrative channels to the appropriate vice chancellor, who will provide for review within his or her division and assign a monitoring unit. Should the proposal warrant further consideration, the vice chancellor will forward the results of his or her divisional reviews to the Office of Academic Affairs with the Policy Statement Approval/Review Routing Form provided as Appendix 1 and will recommend any other units external to the division that should review the Policy Statement.

2. Policy Statement Revisions:

Proposed revisions to an existing Policy Statement shall be submitted through or by the monitoring unit through administrative channels to the appropriate vice chancellor, who will provide for review within his or her division. The vice chancellor will forward the results of his or her divisional reviews to the Office of Academic Affairs with the Policy Statement Approval/Review Routing Form provided as Appendix 1 and will recommend any other units external to the division that should review the Policy Statement.

3. Summary of the Matter

To aid in the approval process, monitoring units must provide a summary of the proposed changes or new content; this will include rationales as well as any other pertinent information.

B. Campus Approval:

1. In the case of both new and existing policy statement proposals, the Office of Academic Affairs will provide for review, comment, and action, within a reasonable amount of time, regarding the proposed Policy Statement. Should review by legal counsel be necessary, the proposed new or existing Policy Statement will be forwarded by the Office of Academic Affairs. Comments by legal counsel will then be forwarded to the Executive Vice Chancellor & Provost.

2. The Executive Vice Chancellor & Provost will review materials related to the proposed new or revised Policy Statement, provide for such modifications as may be indicated, and will forward the Policy Statement to the Council of Vice Chancellors for review.

3. After each vice chancellor has commented on the proposed Policy Statement, the Executive Vice Chancellor & Provost will forward the proposal, with recommendation, to the Chancellor for final action.
4. Upon approval by the Chancellor, the new or newly-revised Policy Statement shall be distributed and published accordingly by the Office of Academic Affairs.

C. Monitoring and Continuous Periodic Review

Each Policy Statement shall be reviewed at least once during a period not to exceed five years by the monitoring unit. The Office of Academic Affairs will ensure compliance with these guidelines; and monitoring units shall be responsible for certifying to the Office of Academic Affairs that respective Policy Statements are current and applicable or that a Policy Statement is in need of revision/rescinding.

D. Rescinding Policy Statements

In the event that a Policy Statement is recommended to be rescinded, the monitoring unit must provide justification and forward to the appropriate vice chancellor. If the vice chancellor agrees, the Policy Statement should then be routed for administrative approval as outlined above.

SOURCE

Office of the Chancellor, per Article VII, Sec. 4.f. of the Bylaws of the Board of Supervisors: "Within the framework of the functions and programs assigned to each campus by the Board and the President, the Chancellor shall implement educational and administrative policies for his campus."
APPENDIX I
Policy Statement Approval/Review Routing Form
(Please attach the drafted Policy Statement, with revisions indicated, as well as any additional documents to this form)

➢ Proposed or Current Title:

➢ Policy Statement Number (if existing PS): ________ New ______ Revised ______ Rescnd

➢ Functional Classification (identify):
  Institutional Governance & Administration
  Auxiliary & Enterprises
  Health & Safety
  Instruction
  Faculty & Staff Employment
  Information Technology
  Facilities Operation & Maintenance
  Research
  Student Services

➢ Initiating Unit:

➢ Submitted by:

➢ Date Submitted to Office of Academic Affairs for Review:

➢ Provide for special preliminary review by the following (identify):

Budget & Planning
Deans Council
Faculty Senate
Facility Services
Human Resource Management
Staff Senate
Student Government
University Planning Council
University Registrar
Other:

➢ Does the PS require review by legal counsel? [ ] Yes [ ] No

  Date Sent to legal counsel: __________________ Date received from legal counsel: __________________

➢ Council of Vice Chancellors Review (Please check and date to indicate consent. Attach any comments):

  Athletics [ ] initial: ______ [ ] comments attached
  Finance & Administrative Services [ ] initial: ______ [ ] comments attached
  Research & Economic Development [ ] initial: ______ [ ] comments attached
  Strategic Initiatives [ ] initial: ______ [ ] comments attached
  Student Life & Enrollment [ ] initial: ______ [ ] comments attached
  Other [ ] initial: ______ [ ] comments attached

Executive Vice Chancellor & Provost Recommendation: [ ] Approve [ ] Disapprove

Stuart R. Bell, Executive Vice Chancellor & Provost
Chair, Council of Vice Chancellors
date

Final Action by Chancellor: [ ] Approved [ ] Disapproved

William L. Jenkins, Interim Chancellor
date
APPENDIX II
Policy Statement Style and Formatting Guidelines

The following header information must be bolded and must appear in the upper left of the document. Text must be in Arial font, 12 point.

Title:
Number: PS XX(statement number) XX(revision number)
Functional Classification: (general category)
Monitoring Unit: (departmental-level unit)
Initially Issued: (effective date of initial approval)
Last Revised: (effective date of last revision approval)
Last Reviewed: (date of last review by monitoring unit)

The Policy Statement must be organized by the following headings. Document headings must be in uppercase and bolded. Certain headings may be omitted if not necessary, however, the document must adhere to the following order:

PURPOSE: (brief statement of the overall purpose of the policy)

DEFINITIONS: (terms used specifically and consistently in the context of the Policy Statement)

GENERAL POLICY: (complete and concise statement of the policy; may also include a rationale for the policy)

PROCEDURES: (additional instructions, processes, and procedures as required for implementation of the Policy Statement)

SOURCE: (specifies whether the Policy Statement is unique to campus operations or whether it is to implement LSU System policy or federal, state, or other laws or regulations. Any other related PS must be specified in this section.)

APPENDICES

All policy statements must adhere to the university’s Style Guide, published by the Office of Communications & University Relations. The Style Guide can be found at: www.lsu.edu/pa/cc/publications_guide.pdf. Additional resources and style guidance can be found within the Chicago Manual of Style and Merriam Webster’s Collegiate Dictionary.