ARMSTRONG STATE UNIVERSITY

Campus-wide Policies

<table>
<thead>
<tr>
<th>Functional Area:</th>
<th>All</th>
<th>Number:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applies To:</td>
<td>All Faculty and Staff</td>
<td>Date First Issued:</td>
<td>2009</td>
</tr>
<tr>
<td>Policy Reference(s):</td>
<td>N/A</td>
<td>Date Last Reviewed:</td>
<td>March 22, 2016</td>
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<td>Page(s):</td>
<td>2</td>
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Responsible Person

The Internal Auditor is responsible for maintenance of this policy, and for responding to questions posed regarding this policy.

Purpose / Rationale

Because policies define the essential aspects of how the university functions, a clearly outlined process is needed to ensure broad involvement and consultation in developing and revising policies. The following process shall govern the creation and revision of all policies that have a broad impact to the university.

Definitions

Campus-wide Policy – A policy that has a broad impact to the university.

Policy

All campus-wide policies will be approved by the President before promulgation.

Related Procedures

Procedures for establishing new campus-wide policies:

- A committee chairperson or administrator who identifies the need for a policy will develop a draft of the policy using the Template for Policies. Note: Particular attention should be paid to the naming of the responsible person assigned to the policy, as this person will be tasked with promulgation and maintenance of the policy as described below.
- The committee person or administrator will distribute a draft of the policy within his or her functional area for initial review.
- He or she will distribute the policy to Legal Counsel and the Internal Auditor for review.
• He or she will submit the policy to the appropriate member of the President’s Cabinet. This
Cabinet member will present the policy to the Cabinet as a whole for consideration.
• Cabinet members will circulate the document within their areas, as they deem appropriate.
• The Cabinet will determine which, if any, constituent groups (e.g., the President’s Executive
Council, the Dean’s Council or the Student Government Association), either for comment or
for information purposes.
• After all appropriate reviews, the final version of the policy will be submitted to the President
for approval. Approved policies will be posted by the Office of Internal Audit on the policy
webpage, with a link to the relevant unit’s webpage.
• The person responsible for each policy will announce the policy to all relevant parties in the
manner deemed most suitable for each audience. He or she will also be responsible for
disseminating any related information, such as trainings, and for re-circulating the policy on a
regular basis as deemed necessary. Note: Particular attention should be given to
communication methods chosen for policies that impact students, in order to ensure that
multiple media (e.g., the weekly “Important Announcements” e-newsletter, posters, and
forums) are utilized.

Procedures for revising existing campus-wide policies:
• The responsible person assigned to each existing policy must review that policy periodically to
ensure that it remains relevant. Periodic reviews will occur at least every three years.
• For routine changes, such as new contact information or position titles, he or she will obtain
approval from his or her supervisor only.
• For substantial changes, he or she will submit the policy revisions to the appropriate member of
the President’s Cabinet. The revised document must identify the proposed changes, as well as
the original language. If the changes are so substantial as to make this impractical, the revised
document can be submitted in conjunction with the original document.
• The final version of the policy will be submitted to the President for approval. Approved
policies will be promulgated in the same manner described above.
• Any changes to a policy will be retained by the responsible person assigned to the policy for at
least six years after it is superseded. A section may be added to the end of policy for these
amendments, or the outdated versions of the policy can be retained under separate cover.

Procedures for eliminating existing campus-wide policies:
• If a committee chairperson or administrator determines that an existing policy is obsolete, he or
she will submit a proposal to the appropriate member of the President’s Cabinet.
• The Cabinet will make a recommendation to the President regarding whether the policy should
be eliminated.
• The Office of Internal Audit will remove obsolete policies from the policy webpage.