

## POLICY APPROVAL PROCESS

Policies for Athens State University may be divided into five categories:  
Postsecondary Education Policy, Administrative Policies, Academic Policies, Faculty Governance Policies and Operational Policies.

Category	Definition	Responsibility
<b>Postsecondary Education Policy</b>	Policies defined by the Department of Postsecondary Education and apply to system governance.	<b><u>Alabama Department of Postsecondary Education and the Board of Education</u></b> Develop and monitor policy related to the <b>governance of the system</b> . These policies may be found at <a href="http://www.acs.cc.al.us">http://www.acs.cc.al.us</a> .
<b>Administrative Policy</b>	Policies related to the governance of the University.	<b><u>Administration of the University</u></b> Primary responsibility for establishing policy related to the <b>governance</b> of the University. The following policies are disseminated via the Employee Handbook: Parts One, Two, and Five.
<b>Academic Policy</b>	Policies related to academics of the institution including policies related to teaching, research, service, or faculty policy.	<b><u>Administration of the University</u></b> Responsibility for developing and monitoring policy to ensure compliance for all areas of the University relative to <b>academics</b> . The following policies are disseminated via the Employee Handbook: Part Six.
<b>Faculty Governance Policy</b>	Policies related to faculty self-governance and curricula review.	<b><u>Faculty of the University</u></b> Responsible for developing and monitoring policies related to Faculty Governance and the Curriculum Review Process. The following policies are disseminated via the Employee Handbook: Part Seven.
<b>Operational Policy</b>	Policies related to the operations of the University that support academics to include Student Affairs, the Library, Institutional Research, Institutional Technology, Financial Affairs, University Advancement, Facilities, and Security	<b><u>Administration of the University</u></b> Responsible for developing and monitoring policy to ensure compliance of all operational policies for the University. The following policies are disseminated via the Employee Handbook: Parts Three and Four.

### PROCESS

The **Administration** will seek assistance from appropriate individuals or groups to propose new policies or changes to administrative policy (Employee Handbook, Parts 1, 2, and 5) when deemed necessary by the President. The individual or group will present the proposed change of policy to the President's Council for approval. The council will review and if approved, then forward the policy to the President for approval and signature.

The Vice President for **Academic Affairs** will seek assistance from appropriate individuals or groups to propose new policies or changes to academic policy (Part 6) when deemed necessary. Approval of academic policy will consist of submitting the policy to the Academic Affairs Council for approval, which includes the Vice President of Academic Affairs, and upon approval by the Academic Affairs Council, forward to the President for approval and signature.

Proposals that affect changes to **Faculty Governance policy** are discussed in the Employee Handbook in Parts 7.1 and 7.2. Proposals for changes that affect curricula (Part 7.3) originate with the department/college most directly affected by the proposal. See Part 7.3 for the Curriculum Review Process. Following the approval process as described in Part 7.3, the curriculum changes will be submitted by the Chair of the Curriculum Committee to the Vice President of Academic Affairs and the Academic Affairs Council for approval. The approved policies will be submitted to the President for final approval and signature.

All new policies or policy changes pertaining to the **Operations** of the University (Parts 3 and 4) should be proposed by the affected area and sent to the President's Council through the appropriate Vice President. The Vice President of the affected area may seek assistance from appropriate groups or individuals to propose needed policies. Policy changes that are approved by the President's Council will be forwarded for approval and signature by the President.

The official repository of all policies is in the Office of the President. Individual offices will retain copies for their records. Policies are indexed by category and published on the Athens State University website and other major documents such as the Employee Handbook and the Catalog.