



**POLICY TITLE**  
***Policy on Policies***

**POLICY NUMBER**  
***6-001***

<b>Responsible Unit:</b> <i>Office of Strategic Planning, Policy, and Institutional Effectiveness</i>	<b>Effective Date:</b> <i>06/22/2018</i>
<b>Responsible Official:</b> <i>Vice President for Strategic Planning, Policy, and Institutional Effectiveness</i>	<b>Last Reviewed Date:</b>
<b>Policy Classification:</b> <i>Governance</i>	<b>Origination Date:</b> <i>06/22/2018</i>

**I. POLICY STATEMENT AND RATIONALE**

Accessible and well-developed policies promote efficiency, accountability, and minimize institutional risks. This system policy promotes an expeditious policy development, review, approval, and management process, while allowing for robust debate and discussion of draft policies. This system policy provides for a consistent policy format and an accessible electronic policy manual.

**II. POLICY SCOPE AND AUDIENCE**

The scope of this policy is system-wide. This policy applies to all system-wide administrators, faculty and staff who develop, review, approve, publish, manage, or otherwise engage in the creation, promulgation, and dissemination of institutional policies.

**III. POLICY COMPLIANCE**

New and revised system policies introduced for approval after the effective date of this policy shall comply with this system policy.

**IV. POLICY DEFINITIONS**

**Approval Official(s):** The Chair of the Southern University System Board of Supervisors in conjunction with the President-Chancellor of the Southern University and A&M College System shall serve as the signature authorities for this system policy.

**Board of Supervisors of the Southern University and A&M College System (Board):** The Board is vested with the responsibility via the Louisiana State Constitution of 1974 and specific Louisiana Revised Statutes

for the management and supervision of its institutions, statewide agricultural programs and other programs which comprise the Southern University and A&M College System.

***Council on Institutional Effectiveness:*** A system-wide council with representation from each campus established to advance institutional effectiveness priorities across the system.

***Exception(s):*** An interim policy is an example of an exception, where the policy's Responsible Official, with the approval of the Board Chair and President-Chancellor may establish an interim policy in response to an emergency situation like an Act of God that may require the promulgation of emergency policies. An interim policy shall remain in force for up to six months from the effective date of issuance.

***Executive Cabinet:*** Senior members of the President-Chancellor's leadership team.

***Policy Classification:*** Within the Policy Manual, policies shall be classified as follows:

- Academic Affairs (1-000)
- Enrollment Management (2-000)
- External Affairs & Public Relations (3-000)
- Facilities (4-000)
- Finance, Audit, & Budget (5-000)
- ***Governance*** (6-000)
- Human Resources (7-000)
- Information Technology (8-000)
- Institutional Advancement (9-000)
- Legislative Affairs & Legal (10-000)
- Research & Extension (11-000)
- Safety & Security (12-000)
- Student Affairs (13-000)
- Workforce & Economic Development (14-000)

***Policy Committee:*** A system-wide committee with representation from each campus established to review system policies prior to consideration by the President-Chancellor's Executive Cabinet.

***Policy Implementation Procedures:*** A series of interrelated steps or guidelines necessary to implement policies.

***Policy Review Cycle:*** This system policy is subject to a five-year policy review cycle.

***Policy Template:*** The newly developed **Official Policy on Policies Template** shall serve as the official template for the development of system policies.

***Responsible Official:*** The official that is responsible for the implementation of this policy.

***Responsible Unit:*** The unit charged with oversight for the development, review, update, archive, and implementation of this policy.

**V. POLICY IMPLEMENTATION PROCEDURES**

**Policy Development, Review and Approval Process:** All policies shall have a defined set of implementation procedures. With respect to the implementation of this system policy, the Responsible Official, a member of the President-Chancellor’s Executive Cabinet, shall initiate the development of a new system policy or the review of an existing system policy under their jurisdiction. Consistent with the tenants of shared governance, the Responsible Official shall include the faculty via the Faculty Senate in the development and review of academic policies. Also, the development and review of non-academic policies shall include a cross-section of staff in the respective areas under the purview of the Responsible Official. Finally, the Responsible Official shall include a student representative via the Student Government Association in the development of new or review of existing system policies.

The Responsible Official shall use the Official Policy on Policies Template to submit a new or revised system policy to the *Policy Committee* under the purview of the *Council on Institutional Effectiveness* for review and approval. Next, the proposed system policy is forwarded to the *President-Chancellor’s Executive Cabinet* for review and approval. Following approval by the *President-Chancellor’s Executive Cabinet*, a proposed new or revised system policy is forwarded to the *Board’s Governance Committee* through the *System’s Office of Strategic Planning, Policy, and Institutional Effectiveness* and ultimately to the full *Board of Supervisors of the Southern University and A&M College System* for review and approval.

**Policy Post-Approval Procedure:** The Responsible Official shall forward the approved and signed system policy to the *System’s Office of Strategic Planning, Policy, and Institutional Effectiveness* for inclusion in the *Policy Manual* and posting on the System’s website.

**VI. POLICY RELATED INFORMATION**

Not applicable.

**VII. POLICY HISTORY AND REVIEW CYCLE**

This is a new policy. The effective date of this policy is determined by the approval dates and signatures of the Chair of the Southern University System Board of Supervisors and the President-Chancellor of the Southern University and A&M College System. This policy requires that all new and existing system policies be subject to a review within the five-year policy review cycle.


**VIII. POLICY URL**

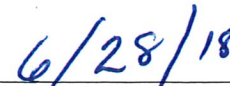
This section identifies the System’s website where the policies are archived – [www.sus.edu](http://www.sus.edu).

**IX. POLICY APPROVAL**

  
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**Ray L. Belton, Ph.D.**  
*President - Chancellor, Southern University and A&M College System*

  
\_\_\_\_\_  
**Effective Date of Policy**

  
\_\_\_\_\_  
**The Honorable Mrs. Ann A. Smith**  
*Chair - Southern University System Board of Supervisors*

  
\_\_\_\_\_  
**Effective Date of Policy**





## **OFFICIAL POLICY ON POLICIES TEMPLATE**

*Italicized instructions provided in this template are for guidance only and should be deleted as specific policy content is inserted.*

### **POLICY TITLE**

***Policy on Policies***

### **POLICY NUMBER**

***6-002***

<b>Responsible Unit:</b> <i>Office of Strategic Planning, Policy, and Institutional Effectiveness</i>	<b>Effective Date:</b> <i>06/22/2018</i>
<b>Responsible Official:</b> <i>Vice President for Strategic Planning, Policy, and Institutional Effectiveness</i>	<b>Last Reviewed Date:</b>
<b>Policy Classification:</b> <i>Governance</i>	<b>Origination Date:</b> <i>06/22/2018</i>

### **I. POLICY STATEMENT AND RATIONALE**

*The policy statement is a concise statement of the overall purpose of the policy. This section identifies the goal and rationale for this policy.*

### **II. POLICY SCOPE AND AUDIENCE**

*This section identifies the scope and audience for this policy and communicates who shall be aware of and comply with this policy.*

### **III. POLICY COMPLIANCE**

*This section identifies the specific impact and consequences of not following this policy.*

### **IV. POLICY DEFINITIONS**

*This section defines any terms used in the policy that are important to its compliance and/or might be misunderstood by the audience. This may include specialized terms used in this policy.*

### **V. POLICY IMPLEMENTATION PROCEDURES**

*This section describes the means by which this policy is implemented and serves as a summary of the policy implementation process. Detailed steps for policy implementation may be developed in a separate procedures document. Link(s) to a detailed implementation procedures document shall be provided.*

**VI. POLICY RELATED INFORMATION**

*This section may provide links to applicable federal, state, and local laws, policies, regulations or SUS Board Bylaws that impact this policy.*

**VII. POLICY HISTORY AND REVIEW CYCLE**

*This section identifies whether this is a new or existing policy. The effective date of this policy is determined by the approval dates of both the Chair of the Southern University System Board of Supervisors and the President-Chancellor of the Southern University and A&M College System. Additionally, the policy last review and origination dates are identified. This policy is subject to a five-year policy review cycle.*

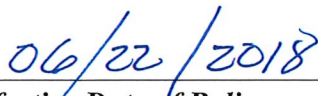
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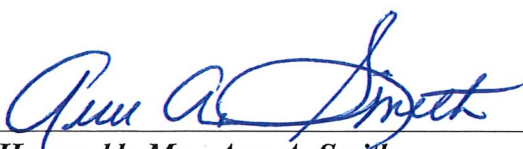
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**IX. POLICY APPROVAL**

*This section identifies the appropriate approval official(s).*

  
\_\_\_\_\_  
**Ray L. Belton, Ph.D.**  
*President-Chancellor, Southern University and A&M College System*

  
\_\_\_\_\_  
**Effective Date of Policy**

  
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**The Honorable Mrs. Ann A. Smith**  
*Chair - Southern University System Board of Supervisors*

  
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