JACKSONVILLE STATE UNIVERSITY

Manual of Policies and Procedures

POLICY NUMBER: I:01:01 **DATE: May 1, 1987**

REVISION/REVIEW DATES: Feb 1990, Feb 1997, May 1997, Nov 2005, May 2008, Jun 2013, Jun 2015, Mar 2018, Dec 2020, May 2024, Sep 2025, Nov 2026

SUBJECT: Establishing and Maintaining University Policy and Procedure

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

This policy delineates the development, formatting, approval, and evaluation process for Jacksonville State University (Jax State) university-wide policies. Policy approval authority lies with the University Executive Council (UEC), of which the Provost and Executive Vice President for Academic Affairs (Provost) serves as chair. Composition of the UEC is determined by positions within the institution and is noted in **Appendix A** of this policy. **Per Title 16, Chapter 52, of the Alabama Code of 1975 and the By-Laws of the Board of Trustees of Jax State, the Board of Trustees and President of Jax State may establish university-wide policy outside the guidance of this policy.**

POLICY

Jax State requires all policy and procedures be promulgated in accordance with the process, standards, and format set forth in this policy.

PROCEDURE:

1. Proposed policy and procedure or revisions to existing policy and procedure may originate with Vice Presidents, the University Counsel, Executive Directors, Chief Officers, University Committees, or as directed by the President through ad hoc workgroups, as appropriate. Proposals for new policies or revisions to existing policies must be discussed with the policy owner. In the event the policy is new and/or the policy owner is not known, the Provost will determine who owns the policy.

It is the responsibility of the policy owner proposing a new or revised policy and procedure to obtain a draft of the existing policy or the policy template from the Chief Internal Auditor and to ensure the policy is properly vetted by appropriate Subject Matter Experts. As chair of the University Executive Council (UEC), the Provost should also be included in the initial review. Additionally, the policy owner proposing a new or revised policy and procedure must place a TBD as the date (or most recent updated date) and strike through the President's approval name to denote the draft as a proposal.

2. If a policy is reviewed in accordance with its established evaluation cycle and the policy owner determines that no substantive revisions are necessary, the review date may be updated without completing the UEC's 20-business-day review and voting process. The policy owner will provide documentation of the completed review and determination to the Chief Internal Auditor. The Chief Internal Auditor will update the review date and submit the policy to the President for approval.
3. When a new policy or substantive revision is proposed,, the policy owner will submit the final draft of the policy to the Provost. The Provost (or designee) will disseminate the draft policy to the UEC. A timeline of 20 business days will be provided for review by UEC and related constituents.
    - If, during this review period, significant policy debate occurs, the Provost will convene a meeting to further discuss the policy.
    - **Laws will supersede debate on policy** (e.g., state threshold change for bids).
    - The Provost has the authority to extend the review period, if necessary.
4. At the end of the 20-day review period (or approved extended period), the policy owner will send the final policy to the Chief Internal Auditor who will load the policy in PowerDMS for voting and tracking.
5. The UEC will be provided seven business days to vote on the policy in PowerDMS. In order for the policy to move forward to the President for review and approval, at least 50% of the UEC must submit a vote, and at least 50% of those voting must vote to approve the policy. Otherwise, the policy will be returned to the policy owner to revise or retract. If a UEC member does not vote/participate, the Provost will identify a replacement member.
6. If the President approves the policy, the Chief Internal Auditor, will publish the policy via PowerDMS to link to JSU's online in the Policies and Procedures Manual. and the Office of Finance and Administration will communicate the new policy or policy update.

7. In the event a policy does not pass this process, **the Board of Trustees or President has the authority to approve and implement the policy.**

The content and maintenance for each policy is assigned to a policy owner through PowerDMS and will be monitored by the Chief Internal Auditor. Approval of policy, version control, and version retention will be maintained in PowerDMS.

Policy and Procedure Manual:

The Policies and Procedures manual is comprised of the following sections and can be found in the Finance and Administration section of the JSU site here: Policy and Procedures Manual:

Section I	**General Administration**
Section II	**Academic Affairs**
Section III	**Student Affairs**
Section IV	**Business Affairs**
Section V	**University Relations**
Section VII	**Information Technology**

Policy Format:

To provide standardization and clarity, all policies submitted for inclusion should conform to this standard format:

Purpose:	What is the intent of the policy?
Policy:	What are the descriptions and specifics of the policy?
Responsibility:	Who is responsible for establishing and updating the policy?
Evaluation:	How often will the policy be reviewed for relevance and accuracy?

Approval of policy, version control, and version retention will be maintained in PowerDMS. Arial 11 font is to be used. A policy template can be found here: JSU Policy Template.

RESPONSIBILITY

The Provost and Executive Vice President for Academic Affairs is responsible for this policy.

EVALUATION

This policy will be reviewed at least every five (5) years.

Appendix A

Provost and Executive Vice President for Academic Affairs (Chair)

Senior Vice President for Finance and Administration and CFO

Vice President for Student Affairs

Vice President for Information Technology

Vice President for Philanthropy

Vice President for Athletics

Vice President for Enrollment Management

Vice President for Marketing and Communications

Chief External Affairs Officer

University Counsel (ex-officio)*****

One (1) College and Academic Deans (to be rotated biennially)

Vice Provost for Student Success and Retention

Vice Provost for Academic Affairs

Dean of Students

Director of Human Resources

Controller

Associate Vice President for Health and Public Safety and Chief of Police

Associate Vice President for Auxiliary and Business Services

SGA President

Department Head Council Co-Chair

Executive Assistant to the Provost, Academic Affairs (ex-officio)*****

Chief Internal Auditor (ex-officio)*****

***non-voting members**