POLICY NUMBER:  I:01:01                     DATE: May 1, 1987
SUBJECT:  Preparing and Reviewing University-Wide Policy
APPROVED:  William A. Meehan, President

PURPOSE
The purpose of this policy is to establish the structure for the development, formatting, approval, and evaluation process for university-wide policies.

POLICY
Proposed policy statements or revisions to existing policy statements may originate with Vice Presidents, the University Counsel, Executive Directors, University Committees, or as directed by the President through ad hoc workgroups, as appropriate. Once a proposed or materially-changed policy has been developed, it will be submitted to the University Council for consideration. The University Council will recommend the policy to the President for implementation, return the policy to the originator for additional work, or recommend the policy not go forward. If approved by the President, the Provost, who is chair of the University Council, will forward the policy to the Vice President for Administrative and Business Affairs who will update the policy online in the Policies and Procedures Manual. Content and maintenance responsibility for each of the six sections of the Manual are generally assigned as follows:

Section I  General Administration  VPABA
Section II  Academic Affairs  Provost/VPASA
Section III  Student Affairs  VPASA
Section IV  Business Affairs  VPABA
Section V  University Advancement  VPUA
Section VI  Athletics  Athletic Director
Section VII  Information Technology  VPIT
In order to provide for standardization and clarity, all policies submitted for inclusion should conform to the 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?

The attached form will be used to document the fact that a policy has been reviewed. This form should be routed to the Vice President for Administrative and Business Affairs through the appropriate Vice President.

**RESPONSIBILITY**
The Vice President for Administrative and Business Affairs is responsible for this policy.

**EVALUATION**
This policy will be reviewed biennially.
JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

Existing Policy Evaluation Form Documentation

POLICY NUMBER: _______________________________________________________
SUBJECT: _______________________________________________________________
RESPONSIBILITY: _________________________________________________________
REVIEW DATE: __________________________________________________________

RECOMMENDED ACTION:

__________ Current Policy does not require any changes
__________ See attached revised policy
__________ Existing policy is no longer relevant and should be deleted

Approved:_________________________________________________________________