ALABAMA STATE UNIVERSITY

I. Title:

ASU Policy Development and Management

II. Authority and Governance:

The President of Alabama State University (ASU) will recommend all institutional policies (received from administrative, instructional, research and service areas at the institution) to the Board of Trustees review by the appropriate BOT Committee, and then to the Governance Committee for review and forwarding for approval by the full board. As the secretary to the Board of Trustees, the President will be responsible for housing copies of all policies approved by the Board. Nevertheless, the President may delegate a representative(s)/department for document repository of all policies.

The ASU Board of Trustees is governed by the Alabama Code § 16-50-20 et se g., and its bylaws. The Governance Committee reviews proposed policies presented by the President. All policies approved by the Governance Committee will be forwarded to the full Board for approval.

III. Effective Date:

This policy is effective upon approval by the ASU Board of Trustees.

IV. Policy Statement:

The Development and Management of ASU Policy establishes the institutional standard for developing, approving, and managing policies at Alabama State University.
University policies shall be developed, approved and managed in accordance with this Policy in order to promote consistency, improved practices, effectiveness, and clarity.

V. Scope:

This policy applies to the development, approval, and management of all university policies.

VI. Recommended Practices for Policy and Procedural Development:

According to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) good practices for developing policies and procedure documents, states that a "functional policy is one that is broad enough to encompass all aspects of the issue addressed, not just one or several facets of it. It is approved through the appropriate institutional processes and published in appropriate institutional publications and on the institutional website in order to ensure accessibility to those affected by the policy and its related procedures. In addition to the language of the policy itself, the document includes: (1) a concise statement of the purpose of the policy and assurance that it is aligned with institutional or unit purposes; and (2) the implementation date and the dates of any subsequent revisions to the policy" (SACSCOC, 2017).

SACSCOC defines well-defined procedures considering the following five principles (1) designate the personnel responsible for implementing the policy; (2) institutional constituents are informed of the policy and procedures it entails; (3) provide a timeline for completion of procedures; (4) have a methodology for monitoring compliance with the policy and reporting results; and (5) schedule reviewing the effectiveness of the policy and its attendant procedures (SACSCOC, 2017).

VII. Audience:

This policy applies to any University employee who develops, reviews, approves, manages, or otherwise engages in the creation and/or announcement of institutional policies.

VIII. Definitions:

- History: Appears at end of a policy and briefly lists each change made in a policy over time with date.
- Modification Date: Date the policy was last significantly changed.
- Originally Issued Date: Date the policy was originally approved.
- Policies shall mean any written document setting forth the University's course or principle of action which is approved by the ASU Board of Trustees.
- Procedures shall mean any written plan which is not approved by the ASU Board of Trustees.

IX. Development, Approval, and Management of University Policy:

All proposed policies should be sent to the area Vice President, Chief of Staff or Provost. If the Vice President, Chief of Staff, or Provost, determines that the proposed policy is in the best interest of the University, said document should be sent to the Office of General Counsel for review. After reviewing the proposed policy, the Office of General Counsel will issue a memorandum stating whether it has any legal concerns with said policy. If there are concerns, the proposed policy should be revised for another review by legal. If there are no legal concerns, the Office of General Counsel will issue a memorandum stating the same to the area Vice President, Chief of Staff, or Provost. Subsequently, the area Vice President, Chief of Staff, and/or Provost will make a recommendation to the President that said policy be forwarded to the Board of Trustees for approval. Thereafter, the President may recommend the proposed policy to the Board of Trustees for approval.

X. Revision of Policies:

Substantive revisions to institutional policies should go through the same procedure as set forth herein. Minor, non-substantive revisions, specifically those revisions that do not affect the scope or intent of the original institutional policy, may be made by the area Vice President, Chief of Staff, and/or Provost with the approval of the President.

XI. Approval:

All policies must be approved by the Alabama State University Board of Trustees before they are implemented by any college, department or division.

XII. Policy Document Repository (Records Management):

As delegated by the Office of the President, a designated office shall be responsible for records of notifications and approvals and shall ensure that those responsible for dissemination of institutional policy are informed of the ASU Board of Trustees approval, policy adoption, amendment, revision or repeal. All policies will be posted and housed online and in a document repository and managed by the Office of the President or a designated office.

XIII. Compliance, Monitoring and Review:

All institutional policies will be reviewed biennially by respective areas to ensure that they policies are enforced, demonstrate compliance and effectiveness by area Vice President, Chief of Staff, Provost and/or Designee.

XIV. Policy Format Guidelines (Elements):

Policy development involves identifying a need, gathering information, drafting, consulting and reviewing. The development of new or modified policies should include at a minimum the following:

I. Policy Title
II. Policy Statement
III. Scope of Policy
IV. Approval Date or Effective Date
V. Target Audience of Policy
VI. Designated Responsibilities and Applicability of Policy
VII. Definition(s)
VIII. Procedures (if applicable)

XV. Policy Template:

All institutional policies must be placed in the ASU Policy Template.

Document History

Approved by BOT: February 8, 2019

Revised:

Modifications Approved by the ASU Board of Trustees, May 7, 2026