

OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy & Procedure AP - 1.0 Effective Date: 9/10/81

SUBJECT: Guidelines for Administrative Policy and Procedure (AP) Documents

PURPOSE

The purpose of Administrative Policy and Procedure documents is to establish and codify official administrative policies implementing the rules and regulations governing the University.

DEFINITIONS

Administrative Policy and Procedure (AP) documents are official statements issued by the Office of the Chancellor setting forth University policy and implementing procedures which have either University-wide or interdivisional application. This definition does not include policies or procedures relating solely to intradivisional or single-unit administrative matters.

Internal Management Directives (IMD's) are statements reflecting intradivisional or single-unit administrative matters.

GENERAL POLICY

All University-wide or interdivisional administrative policies and procedures will be published and distributed as Administrative Policy and Procedure (AP) documents.

The criteria used in determining whether a given policy or procedure warrants its issuance as an AP document are (1) its multidivisional nature or impact and (2) its permanence or durability. The Office of the Chancellor will make the final determination. The establishment of the policies herein described will not preclude the issuance of administrative policies or procedures in other forms when urgency or other conditions warrant such action, nor should they prohibit the development and issuance of Internal Management Directives (IMD's), covering policies and procedures related to intradivisional or single-unit administrative matters. AP 1.1 provides guidelines for the issuance of IMD's.

Each administrative division or unit shall maintain current and complete sets of AP documents that are readily accessible to all faculty and staff. Continuing efforts should be made by administrators to apprise all personnel of the existence and availability of these documents and of any changes thereto.

A comprehensive index of AP's arranged by subject matter will be issued and updated as necessary by the Office of the Chancellor.

AUTHORITY

Administrative Policy and Procedure documents are issued in accord with Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of the Louisiana State University System.

This document supersedes Chancellor's Memorandum CM-1, which is rescinded.

PROCEDURE

Proposed Administrative Policy and Procedure (AP) documents will be prepared by the appropriate University officers, using the format described herein. They will be forwarded to the Office of the Chancellor for review and approval. Following approval, these documents will be disseminated to all administrative units of the University by the Office of the Chancellor.

FORMAT FOR ADMINISTRATIVE POLICY AND PROCEDURE DOCUMENTS OFFICE OF THE CHANCELLOR

University of New Orleans Administrative Policy & Procedure - (Number) (Effective Date)

SUBJECT: (In a succinct but adequate manner identify the subject or give the title)

PURPOSE (Define and describe the purpose or intent of the document.)

DEFINITION(S) (Provide a brief and adequate functional definition of any special term used that is significant to the meaning of the document.)

GENERAL POLICY (The details of the policy will be clearly described.)

AUTHORITY (Bases, documentation of the authority for or source of the document, when appropriate, listed in descending order of authority.)

Superseded: (A list of superseded documents, when appropriate, in descending order of authority.)

PROCEDURE (A detailed explanation, where appropriate, of the steps required to implement the policy.)

Leon J. Richelle
Chancellor
