

OFFICE OF THE CHANCELLOR
University of New Orleans

Administration Policy & Procedure
AP - 1.1
Effective Date: 9/10/81

SUBJECT: Internal Management Directives (IMD's)

PURPOSE

To provide guidelines for the issuance of Internal Management Directives (IMD's) describing intradivisional or single unit policy and procedure.

DEFINITIONS

An Internal Management Directive (IMD) is a policy statement and/or procedure established by a division or unit relating solely to the internal management and administration of that division or unit.

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.

GENERAL POLICY

Statements which reflect policy or procedure applicable only within a division or unit will be issued as IMD's. Administrative officers in charge of developing IMD's should make an assessment beforehand of the need for an IMD, reserving this vehicle for documents which will have more than a one-time effect. The aim is to provide a method of preserving and retrieving policy or procedure developed for a single unit or division. The intent is not to flood offices with IMD's covering every conceivable subject. Each administrative unit or division shall maintain current and complete sets of IMD's documents readily accessible to all faculty and staff.

AUTHORITY

The authority for the issuance of the IMD's is delegated by the Chancellor pursuant to Article VII, Section 4 of the LSU System Bylaws.

PROCEDURE

IMD's must be in writing, issued according to a specific format, citing the source of authority and crossreferencing pertinent IMD's or AP's. Prior to their effective dates, IMD's should be submitted to the Office of the Chancellor. The review by the Office of the Chancellor will determine only that IMD's do not conflict with the University wide policies and procedures.

Leon J. Richelle
Chancellor
