

**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, June 2013, June 2015, March 2018, December 2020**

**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 (JSU) university-wide policies.

**POLICY**

JSU 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.
2. It is the responsibility of the JSU Official proposing a new or revised policy and procedure to ensure the policy is properly vetted by appropriate Subject Matter Experts.
3. Once a proposed or materially changed policy and procedure has been developed, the JSU Official will submit the policy and procedure to the University Executive Council via the Chief Internal Auditor for consideration (including, but not limited to, ensuring policies have been properly vetted, are in alignment with JSU's mission, and in the proper format).
4. The University Executive Council will recommend the policy to the President for implementation, return the policy to the originator for additional work, or recommend that the policy not go forward.

5. If the President approves the policy, the Provost, as chair of the University Executive Council, will forward the policy to the Chief Internal Auditor, who will update the policy via PowerDMS and link to JSU's online in the [Policies and Procedures Manual](#).

The content and maintenance for each policy is assigned 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    Finance & Administration**
- Section V     University Advancement**
- Section VI    Athletics**
- 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 Chief Internal Auditor is responsible for this policy.

**EVALUATION**

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