

Saint Augustine's University Policy Request for Approval

Policies and procedures are designed to assist the Institution in serving its mission, vision, and values, while maintaining accountability through clear, concise, and current requirements.

To be completed by author:

POLICY NAME:

POLICY AUTHOR:

Check one:

- Change in an Existing Policy (current policy number:)
 New Policy
 Repeal of Existing Policy (current policy number:)

Does this policy align with an existing Board policy?

- Yes *If yes, please indicate system policy number:*
 No

Does this policy support the mission, vision, or values of the Institution? Yes No

Explain (*Be specific*):

Why should this policy be implemented? (*Include ramifications of an approval or denial*):

Submit completed form and policy to the policy proposal committee.

CONSULTATION: *To be completed by policy proposal committee.*

Reviewed by committee

Approved Denied

Signature-Committee Chair

Date

Explain

If approved, submit completed form and policy to the President's Office. If denied, return to author.



OFFICIAL POLICY ON POLICIES TEMPLATE

Italicized instructions provided in this template are for guidance only and should be deleted as specific policy content is inserted.

POLICY TITLE

POLICY NUMBER

Responsible Unit:	Effective Date:
Responsible Official:	Last Reviewed Date:
Policy Classification:	Origination Date:

I. POLICY STATEMENT AND RATIONALE

The policy statement is a concise statement of the overall purpose of the policy. This section identifies the goal and rationale for this policy.

II. POLICY SCOPE AND AUDIENCE

This section identifies the scope and audience for this policy and communicates who shall be aware of and comply with this policy.

III. POLICY COMPLIANCE

This section identifies the specific impact and consequences of not following this policy.

IV. POLICY DEFINITIONS

This section defines any terms used in the policy that are important to its compliance and/or might be misunderstood by the audience. This may include specialized terms used in this policy.

V. POLICY IMPLEMENTATION PROCEDURES

This section describes the means by which this policy is implemented and serves as a summary of the policy implementation process. Detailed steps for policy implementation may be developed in a separate procedures document. Link(s) to a detailed implementation procedures document shall be provided.

VI. POLICY RELATED INFORMATION

This section may provide links to applicable federal, state, and local laws, policies, regulations or SAU Board Bylaws that impact this policy.

VII. POLICY HISTORY AND REVIEW CYCLE

This section identifies whether this is a new or existing policy. The effective date of this policy is determined by the Saint Augustine's University Board of Trustees adoption date. Additionally, the policy last review and origination dates are identified on this policy. This policy is subject to a two-year policy review cycle.

VIII. POLICY URL

This section identifies the Saint Augustine’s University (SAU) website where the SAU policies are archived – www.st-aug.edu

IX. POLICY APPROVAL

This section identifies the appropriate approval official(s).

Christine J. McPhail, Ed.D.
President, Saint Augustine’s University

Effective Date of Policy

The Honorable James E. Perry
Chairman, Saint Augustine’s University Board of Trustees

Effective Date of Policy

Saint Augustine's University Policy Proposal Process

NOTES:

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