



**POLICY TITLE**  
***Policy on Policies***

**POLICY NUMBER**  
***SUS-6-001***

<b>Responsible Units:</b> <i>Office of Strategic Planning, Policy, and Institutional Effectiveness</i> <i>Office of General Counsel</i>	<b>Effective Date:</b> <i>06/21/2024</i>
<b>Responsible Officials:</b> <i>Vice President for Strategic Planning, Policy, and Institutional Effectiveness</i> <i>General Counsel</i>	<b>Last Reviewed Date:</b> <i>04/24/2024</i>
<b>Policy Classification:</b> <i>Governance</i>	<b>Origination Date:</b> <i>06/22/2018</i>

**I. POLICY STATEMENT AND RATIONALE**

Accessible and well-developed policies promote efficiency, accountability, and minimize institutional risks. This systemwide policy promotes an expeditious policy development, review, and approval process, while allowing for robust debate and discussion of draft policies. It allows for a consistent policy format and the maintenance of an accessible online policy repository.

**II. POLICY SCOPE AND AUDIENCE**

The scope of this systemwide policy is both campus and system. It applies to all campus and system administrators, faculty and staff who develop, review, approve, publish, manage, or otherwise engage in the creation, promulgation, and dissemination of institutional policies.

**III. POLICY COMPLIANCE**

New and revised campus and system policies introduced for approval after the effective date of this policy shall comply with the requirements of this systemwide policy. Enforcement of this policy ultimately rests with the system President and campus Chancellors.

**IV. POLICY DEFINITIONS**

***Approval Official(s):*** The Chair of the Southern University System Board of Supervisors in conjunction with the System President shall serve as the signature authorities for this systemwide policy.

***Board of Supervisors of the Southern University and A&M College System (Board):*** The Board is vested with the responsibility via the Louisiana State Constitution of 1974 and specific Louisiana Revised Statutes

for the management and supervision of its institutions, statewide agricultural programs and other programs which comprise the Southern University and A&M College System.

***Campus Representative:*** A campus representative is an individual who is appointed by a campus chancellor to serve on the System Policy and Planning Committee and is responsible for sharing the proposed system policy information with stakeholders on their campus.

***Exception(s):*** An interim policy is an example of an exception, where the policy's Responsible Official, with the approval of the Board Chair, System President (as it pertains to system policies), or Campus Chancellor (as it pertains to campus policies) may establish an interim policy in response to an emergency situation, like an Act of God, that may require the promulgation of emergency policies. An interim policy shall exist for up to six months from the effective date of issuance.

***Executive Cabinet:*** Senior members of the System President's or Campus Chancellor's Leadership Team.

***Policy Classification:*** Systemwide and campus policies shall follow the policy classification listed below:

- Academic Affairs (1-000)
- Enrollment Management (2-000)
- External Affairs & Public Relations (3-000)
- Facilities (4-000)
- Finance, Audit, & Budget (5-000)
- Governance & Institutional Effectiveness (6-000)
- Human Resources (7-000)
- Information Technology (8-000)
- Institutional Advancement (9-000)
- Legislative Affairs & Legal (10-000)
- Research & Extension (11-000)
- Safety & Security (12-000)
- Student Affairs (13-000)
- Workforce & Economic Development (14-000)
- Athletics (15-000)

***Policy Implementation Procedures:*** A series of interrelated steps or guidelines necessary to implement all system and campus policies.

***Policy Review Cycle:*** This systemwide policy is subject to a five-year policy review cycle.

***Policy Template:*** The Board approved **Official Policy on Policies Template** shall serve as the official template for the development, review and approval of all system and campus policies.

***Policy and Planning Committee:*** At the system level, a systemwide policy and planning committee with representation from each campus shall be established to review and advance systemwide policies and system and campus strategic plans for ultimate approval by the System President and Board of Supervisors. Upon recommendations by both the Vice President for Strategic Planning and Policy and the General Counsel, who serve as the policy's responsible officials, the System President shall appoint members to the systemwide

policy and planning committee. The responsible officials, responsible for the implementation of this systemwide policy, shall chair and co-chair the systemwide committee.

At the campus level, a campus policy and planning committee with representation from each campus's governance groups (Student Government Association, Faculty Senate, Staff Senate) shall be established to review and advance campus wide policies and plans, including the campus's strategic plan for ultimate approval by the Chancellor. The campus Chancellor shall appoint members to the campus policy and planning committee, to include the General Counsel.

**Responsible Official(s) and Unit:** At the system level, a system Vice President or system Executive responsible for the development, review and implementation of a system policy, once approved. At the campus level, a campus Vice Chancellor or campus Executive responsible for the development, review and implementation of a campus policy, once approved.

**System vs Campus Policies:** System policies are initiated at the system level, reviewed by the system policy and planning committee and approved by both the System President and System Board of Supervisors. Campus policies are initiated the campus level, reviewed by the campus policy and planning committee and approved by the campus Chancellor. Policy scope and audience distinguish system policies from campus policies. While system policies are applicable across all Southern University campuses, campus policies are only applicable to the respective campus that initiates the policy. The Board approved Official Policy on Policies Template shall serve as the official template for the development, review and approval of all system and campus policies.

## V. POLICY IMPLEMENTATION PROCEDURES

**Policy Development, Review and Approval Process:** The development, review and approval of system policies shall follow the **7-Step process identified on the SU System Policy Development, Routing, and Checklist Form** (see attached). Concurrently, the development, review and approval of campus policies shall follow the **7-Step process identified on the SU Campus Policy Development, Routing, and Checklist Form** (see attached).

**Policy Template:** The Board approved Official Policy on Policies Template shall serve as the official template for the development, review and approval of all system and campus policies. With respect to system policies, the Chair of the Southern University Board of Supervisors in conjunction with the System President shall serve as the final signature authorities for all systemwide policies (see attached). With respect to campus policies, the campus Chancellor shall serve as the final signature authority for all campus policies (see attached).

**Policy Number:** The assignment of **Policy Numbers** by either the *SU System Policy and Planning Committee*, or the *SU Campus Policy and Planning Committee*, shall be as follows:

- With respect to system policies, the policy number will begin with the prefix **SUS** followed by the policy classification number and sequence.
  - For example, the first systemwide academic affairs policy shall be numbered as **SUS-1-001**, where **SUS** is the prefix designated for system policies, **1** is the academic affairs policy classification designated number, and **001** is the first system academic affairs policy. Policy classifications are identified under **Section IV – Definitions**, of this policy.

- With respect to campuses policies, the policy number will begin with the prefix for the campus (*SUBR – Southern University and A&M College; SUNO – Southern University at New Orleans; SUSLA – Southern University at Shreveport, SULC – Southern University Law Center; and SUAREC – Southern University Agricultural, Research, and Extension Center*), followed by the policy classification number and sequence.
  - For example, the first SUNO Campus academic affairs policy shall be numbered as **SUNO-1-001**, where **SUNO** is the prefix designated for SUNO campus policies, **1** is the academic affairs policy classification designated number, and **001** is the first SUNO campus academic affairs policy.

**Policy Logo:** All campus policies shall have the logo of the campus, while all system policies shall have the logo of the system at the top of the policy's first page.

**Policy Post-Approval Procedure:** With respect to system policies, the SU System Policy and Planning Committee shall electronically post and archive approved and signed system policies on the system website, on a designated policy page. With respect to campus policies, the SU Campus Policy and Planning Committee shall electronically post and archive approved and signed campus policies on the campus website on a designated campus policy page.

## VI. POLICY RELATED INFORMATION

- SU System Policy Development, Routing, and Checklist Form
- SU Campus Policy Development, Routing, and Checklist Form

## VII. POLICY HISTORY AND REVIEW CYCLE

This is a revised policy. The effective date of this revised policy is determined by the approval dates and signatures of the Chair of the Southern University System Board of Supervisors and the President of the Southern University and A&M College System. This revised policy requires that all new and existing system policies be subject to a review within the five-year policy review cycle.

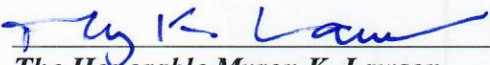
## VIII. POLICY URL

This section identifies the location where approved system and campus policies are electronically archived. With respect to system policies, the SU System Policy and Planning Committee shall electronically post and archive approved and signed system policies on the system website ([www.sus.edu](http://www.sus.edu)), on a designated policy page. With respect to campus policies, the SU Campus Policy and Planning Committee shall electronically post and archive approved and signed campus policies on the campus website, on a designated campus policy page.

## IX. POLICY APPROVAL

  
**Dennis J. Shields**  
 President, Southern University and A&M College System

  
**Effective Date of Policy**

  
**The Honorable Myron K. Lawson**  
 Chair - Southern University System Board of Supervisors

  
**Effective Date of Policy**



**POLICY TITLE**  
***Policy on Policies***

**POLICY NUMBER**  
***SUS-6-001***

**EXECUTIVE SUMMARY**

1. What is the purpose/rationale for this policy? (policy description)
2. What is the fiscal impact of this policy? (financial impact)
3. Was this policy developed based on best practices and in alignment with similar universities/colleges, policy organizations such as Association of Governing Boards of Universities and Colleges (AGB), Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC), Louisiana Board of Regents, etc. Briefly discuss and provide an example.
4. If this is a policy revision or update, please provide a summary of the proposed revisions and reason(s) for the revisions.



## 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 on Policies***

### POLICY NUMBER

#### ***SUS-6-002***

<b>Responsible Units:</b> <i>Office of Strategic Planning, Policy, and Institutional Effectiveness Office of General Counsel</i>	<b>Effective Date:</b> <i>06/21/2024</i>
<b>Responsible Officials:</b> <i>Vice President for Strategic Planning, Policy, and Institutional Effectiveness General Counsel</i>	<b>Last Reviewed Date:</b> <i>04/24/2024</i>
<b>Policy Classification:</b> <i>Governance</i>	<b>Origination Date:</b> <i>06/22/2018</i>

### **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 SUS Board Bylaws that impact this policy.*

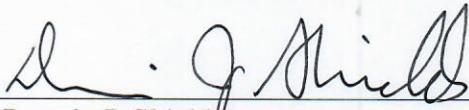
## **VII. POLICY HISTORY AND REVIEW CYCLE**

*This section identifies whether this is a new or existing policy. The effective date of this policy is determined by the approval dates of both the Chair of the Southern University System Board of Supervisors and the President of the Southern University and A&M College System. Additionally, the policy last review and origination dates are identified. This policy is subject to a five-year policy review cycle.*

## **VIII. POLICY URL**

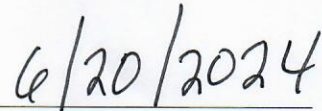
*This section identifies the location where approved system policies are electronically archived. With respect to system policies, the SU System Policy and Planning Committee shall electronically post and archive approved and signed system policies on the system website ([www.sus.edu](http://www.sus.edu)), on a designated policy page.*

## **IX. POLICY APPROVAL**

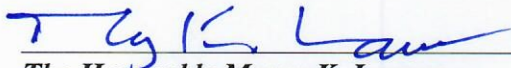


**Dennis J. Shields**

*President, Southern University and A&M College System*

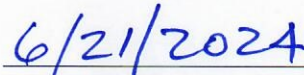


**Effective Date of Policy**



**The Honorable Myron K. Lawson**

*Chair - Southern University System Board of Supervisors*



**Effective Date of Policy**

## SU SYSTEM POLICY DEVELOPMENT, ROUTING, AND CHECKLIST FORM

**TO:** SU SYSTEM POLICY & PLANNING COMMITTEE  
**Email Address:** [policies@sus.edu](mailto:policies@sus.edu)

**FROM:** \_\_\_\_\_  
Responsible Official (Name and Title) - (*Initiator of Policy*)

**DATE:** \_\_\_\_\_  
**POLICY TITLE:** \_\_\_\_\_

### 1. SELECT POLICY CLASSIFICATION

- ☐ Academic Affairs (1-000)
- ☐ Enrollment Management (2-000)
- ☐ External Affairs & Public Relations (3-000)
- ☐ Facilities (4-000)
- ☐ Finance, Audit, & Budget (5-000)
- ☐ Governance & Institutional Effectiveness (6-000)
- ☐ Human Resources (7-000)
- ☐ Information Technology (8-000)
- ☐ Institutional Advancement (9-000)
- ☐ Legislative Affairs & Legal (10-000)
- ☐ Research & Extension (11-000)
- ☐ Safety & Security (12-000)
- ☐ Student Affairs (13-000)
- ☐ Workforce & Economic Development (14-000)
- ☐ Athletics (15-000)

### 2. SELECT POLICY STATUS

- ☐ New Policy for Approval
- ☐ Review of Existing Policy for Withdrawal
- ☐ Review of Existing Policy for Withdrawal and Replacement

### 3. POLICY DEVELOPMENT WITH STAKEHOLDER INPUT

- ☐ Responsible Official certifies that the policy was developed with input from all applicable stakeholders identified in the revised *SU System Policy on Policies (SUS-6-001), Section IV – Definitions – Policy and Planning Committee*.

\_\_\_\_\_  
(Date/Initials of Responsible Official)

### 4. PROPOSED POLICY SUBMITTED FOR INITIAL REVIEW AND APPROVAL

- ☐ Responsible Official submits policy to the SU System Policy & Planning Committee using the official policy template

\_\_\_\_\_  
(Date/Initials of Responsible Official)

## 5. SU SYSTEM POLICY & PLANNING COMMITTEE REVIEW AND ACTION

- ☐ Proposed policy is ☐ Approved ☐ Disapproved
- ☐ If approved, proposed policy is assigned a Policy Number \_\_\_\_\_  
(Date)
- ☐ If approved, proposed policy is forwarded to the President for action \_\_\_\_\_  
(Date)
- ☐ If disapproved, proposed policy is returned to Responsible Official with comments for review and re-submission to the SU System Policy & Planning Committee \_\_\_\_\_  
(Date)

*Comments:*

## 6. PRESIDENT'S REVIEW AND ACTION

- ☐ Proposed policy is ☐ Approved ☐ Disapproved
- ☐ If approved and signed, proposed policy is forwarded to the SU Board of Supervisors for consideration and action \_\_\_\_\_  
(Date)
- ☐ If disapproved, proposed policy is returned to Responsible Official with comments for review and re-submission to SU System Policy & Planning Committee \_\_\_\_\_  
(Date)

*Comments:*

## 7. SU BOARD OF SUPERVISORS (GOVERNANCE COMMITTEE & FULL BOARD) REVIEW AND ACTION

- ☐ Proposed policy is ☐ Approved ☐ Disapproved
- ☐ If approved and signed, proposed policy is forwarded to the SU System Policy & Planning Committee for archiving \_\_\_\_\_  
(Date)
- ☐ If disapproved, proposed policy is returned to Responsible Official with comments for review and re-submission to SU System Policy & Planning Committee \_\_\_\_\_  
(Date)

*Comments:*

# CAMPUS LOGO

## 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

**NAME OF POLICY**

POLICY NUMBER

**CAMPUS PREFIX - POLICY CLASSIFICATION NUMBER**

Responsible Unit(s):	Effective Date:
Responsible Official(s):	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 SUS 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 approval dates of the campus Chancellor. Additionally, the policy last review and origination dates are identified. This policy is subject to a five-year policy review cycle.*

## **VIII. POLICY URL**

*This section identifies the location where approved campus policies reside. With respect to campus policies, the SU Campus Policy and Planning Committee shall electronically post and archive approved and signed campus policies on the campus website on a designated campus policy page.*

## **IX. POLICY APPROVAL**

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***Chancellor Name, (Name of Campus)***

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***Effective Date of Policy***

## SU CAMPUS POLICY DEVELOPMENT, ROUTING, & CHECKLIST FORM

**TO:** SU CAMPUS POLICY & PLANNING COMMITTEE  
**CAMPUS EMAIL ADDRESS:** Example: [policies@subr.edu](mailto:policies@subr.edu)

**FROM:** \_\_\_\_\_  
Responsible Official (Name and Title) - (*Initiator of Policy*)

**DATE:** \_\_\_\_\_

**POLICY TITLE:** \_\_\_\_\_

### 1. SELECT POLICY CLASSIFICATION

- ☐ Academic Affairs (1-000)
- ☐ Enrollment Management (2-000)
- ☐ External Affairs & Public Relations (3-000)
- ☐ Facilities (4-000)
- ☐ Finance, Audit, & Budget (5-000)
- ☐ Governance & Institutional Effectiveness (6-000)
- ☐ Human Resources (7-000)
- ☐ Information Technology (8-000)
- ☐ Institutional Advancement (9-000)
- ☐ Legislative Affairs & Legal (10-000)
- ☐ Research & Extension (11-000)
- ☐ Safety & Security (12-000)
- ☐ Student Affairs (13-000)
- ☐ Workforce & Economic Development (14-000)
- ☐ Athletics (15-000)

### 2. SELECT POLICY STATUS

- ☐ New Policy for Approval
- ☐ Review of Existing Policy for Withdrawal
- ☐ Review of Existing Policy for Withdrawal and Replacement

### 3. POLICY DEVELOPMENT WITH STAKEHOLDER INPUT

- ☐ Responsible Official certifies that policy was developed with input from all applicable stakeholders identified in revised *SU System Policy on Policies (SUS-6-001)*, Section IV – Definitions – Policy and Planning Committee.

\_\_\_\_\_  
(Date/Initials of Responsible Official)

### 4. PROPOSED POLICY SUBMITTED FOR INITIAL REVIEW AND APPROVAL

- ☐ Responsible Official submits policy by to the SU Campus Policy & Planning Committee using the official policy template

\_\_\_\_\_  
(Date/Initials of Responsible Official)

## 5. SU CAMPUS POLICY & PLANNING COMMITTEE REVIEW AND ACTION

- ☐ Proposed policy is ☐ Approved ☐ Disapproved
- ☐ If approved, proposed policy is assigned a Policy Number \_\_\_\_\_  
(Date)
- ☐ If approved, proposed policy is forwarded to Chancellor's Cabinet for action \_\_\_\_\_  
(Date)
- ☐ If disapproved, proposed policy is returned to Responsible Official with comments for review and re-submission to the SU Campus Policy & Planning Committee \_\_\_\_\_  
(Date)

*Comments:*

## 6. CHANCELLOR'S EXECUTIVE CABINET REVIEW AND ACTION

- ☐ Proposed policy is ☐ Approved ☐ Disapproved
- ☐ If approved, proposed policy is forwarded to Chancellor for action \_\_\_\_\_  
(Date)
- ☐ If disapproved, proposed policy is returned to Responsible Official with comments for review and re-submission to the SU Campus Policy & Planning Committee \_\_\_\_\_  
(Date)

*Comments:*

## 7. CHANCELLOR'S REVIEW AND ACTION

- ☐ Proposed policy is ☐ Approved ☐ Disapproved
- ☐ If approved and signed, proposed policy is forwarded to the SU Campus Policy & Planning Committee for archiving  
\_\_\_\_\_  
(Date)
- ☐ If disapproved, proposed policy is returned to Responsible Official with comments for review and re-submission to SU Campus Policy & Planning Committee \_\_\_\_\_  
(Date)

*Comments:*