



## POLICY STATEMENT 269 POLICY REVIEW

Revision: 1

Last: Reviewed: March, 2021

Effective: March 24, 2021

**PURPOSE:** To define a procedure for Louisiana State University at Alexandria administrative officers to implement new policy statements and revise current policy statements.

### **GENERAL POLICY:**

LSUA's administrative officers are charged with reviewing those policy statements that affect their areas of responsibility and for making recommendations for changes to the Chancellor. Each policy statement will be reviewed at minimum every three years. A schedule that indicates the year in which each policy statement is due for review will be kept in the Chancellor's office. The Chancellor's office can initiate review of a policy statement outside the three-year rotation at any time it is deemed necessary. Reviews for those policy statements designated for each year of the review rotation will be initiated in July of each year with proposed revisions that require review by other appropriate groups sent to those groups no later than October 1<sup>st</sup> of each year.

The normal procedure for implementation of new policy statements and revisions of existing policy statements involves the following steps:

1. New policy statements will be prepared in draft form by the appropriate administrative officer or governing body and submitted to the Chancellor for review.
2. Revisions to existing policy statements will be entered with "track changes" in Word, or by some similar method, so that all reviewers can see proposed additions and deletions.
3. The Chancellor may submit draft policy statements or draft revisions of policy statements to other campus groups (e.g., Faculty Senate, Faculty Council, Planning Council, Staff Senate, Chairs Council) for their review and recommendations.
4. After review by the appropriate groups, the Chancellor and his or her Cabinet will review the proposed new policy or proposed revisions to a policy, as well as recommendations received from the review, and will finalize the wording of the policy statement.
5. Once the Chancellor approves the policy statement (new or revised), it will be formally issued by his or her office to the campus community and posted on the website.

An important aspect of the review process is ensuring that LSUA's policies are in compliance with the policies of both LSU permanent memorandums and its accrediting body, the Southern Association of Colleges and Schools Commission on Colleges.



As stipulated in PS 266, the university's liaison to SACSCOC, who is appointed by and who reports directly to the Chancellor, is responsible for ensuring that policy reviewers are aware of the requirements and guidelines presented in the Commission's policies.