

Policy and Procedure Statement System

LA/PPS No. 01.01.01

Issue No. 01

Effective Date: February 1, 2025

Next Review: February 1, 2030 (E5Y)

Senior Reviewer: Dean

POLICY STATEMENT

This PPS guides the organization and development of policies and procedures within the College of Liberal Arts and its departments and college centers.

01. SCOPE

01.01 The Policy and Procedure Statement (PPS) system provides:

- a. a standard form of communicating college and department policies and procedures;
- b. a structure for regular interval reviews of college and department policies and procedures;
- c. a means for reviewing college and department policies and procedures on an as needed basis to remain consistent with current practices; and,
- d. a means for assuring agreement between current practices and applicable regulations and laws.

02. GENERAL INFORMATION

02.01 College and department policies and procedure statements are meant to add clarification and specification appropriate to the local level while maintaining alignment with relevant university and division policy and procedure statements.

02.02 College (and departments when possible) policy numbers should match the most relevant division PPS or UPPS number. For example, a college policy on tenure and promotion will use the same number as Academic Affairs (AA/PPS 04.02.20) but its own prefix (LA/PPS 04.02.20).

02.03 College (and departments when possible) formatting of policy and procedure statements should match the formatting used at the [university level](#).

02.04 A proposed college policy and procedure statement may be created at the request of the dean or through consultation of the Liberal Arts Council (LAC) and the dean. In either case, the LA/PPS review process begins when a draft LA/PPS is submitted to the dean. The review and revision process includes the LAC and dean, with possible consultation of personnel committees and

faculty by department chairs. Once this process is complete, final review and approval by the LAC and dean will occur. Modification of college policy and procedure statements will be done on a cycle (see 03 section below). A similar procedure for creating and modifying departmental policy and procedure statements is encouraged with either the department's faculty or personnel committee taking on the role of the LAC and the chair taking on the role of the dean.

02.05 Department personnel policies must be approved by the academic unit personnel committee, the chair, and the college dean. The college dean and the provost and EVPAA have the responsibility to approve and periodically review departmental evaluation policies, workload policies, and any other policies and procedures associated with salary adjustments.

02.06 If a conflict occurs between a LA/PPS policy and a policy reflected in documents of a higher authority (i.e., AA/PPS, UPPS, Coordinating Board Policy, Regents Rules, or federal law), the document of higher authority will prevail. Similarly, if a conflict occurs between an LA/PPS and policy at the department level, the LA/PPS will prevail.

03. LIST OF REVIEWERS OF PPS

03.01 College and department policies and procedure statements will include a list of reviewers for every policy and procedure statement and the next review date. Policies and procedure statements should be reviewed every five years for modification but may be reviewed on a shorter cycle when needed. This PPS has the following reviewers and cycle.

Position	Date
Liberal Arts Council	February 1 E5Y
Dean of the College of Liberal Arts	February 1 E5Y

04. USE OF CERTIFICATION STATEMENTS

04.01 College and department policies and procedure statements are to conclude with a certification statement that lists the approving committees and roles. The certification statement should read as follows: "This PPS has been approved by the following in their official capacities and represents [department/college] policy and procedure from the date of this document until superseded."

05. CERTIFICATION STATEMENT

This LA/PPS has been approved by the following in their official capacities and represents College of Liberal Arts policy and procedure from the date of this document until superseded.

Liberal Arts Council
Dean, College of Liberal Arts