

From: <http://sacs.nicholls.edu/admins/NSU Policy and Procedure Manual.doc>

2.16 Procedures for Changing Chapter 2 of the Policy & Procedure Manual

Policy changes at Nicholls State University can come from three sources:

- policy changes initiated by statute or rule from the State of Louisiana, the Board of Regents, or the Board of Supervisors; also, policy changes that are the result of activities by the policy-making bodies or procedure-making bodies of the University that do not require Faculty Welfare or Senate action;
- policy changes that are the result of activities by the policy-making bodies or procedure-making bodies of the University that require Faculty Welfare or Senate action;
- informational changes that do not need to be cleared with the policy-making bodies (departmental and office procedural practices, for instance) and typographical and clarity changes initiated by the Coordinator of Policy and Procedure.

Policy changes of the first type, those brought about by mandates outside the University, shall initiate an immediate change in the *Nicholls State University Policy & Procedure Manual*. Faculty and staff may be apprised of these changes through memos or other official documents before there is a related *Manual* update. Changes of the second type will go into effect with the first new contract period following approval of the policy. The University Council (disbanded Fall 2004) has given the Coordinator of Policy and Procedure the authority to make clarity and typographical changes (type 3) to the *Manual* whenever necessary as long as these changes do not effect the intent of the original wording. Individuals who are interested in having changes made to those policies that require Faculty Welfare or Senate action should consult with the proper policy or procedure-making body or should contact the Coordinator of Policy and Procedure for information about initiating changes.

It is the responsibility of the various policy-making bodies to inform the Coordinator of Policy and Procedure or the Office of the Provost and Vice President for Academic Affairs of any changes in policy that could result in revisions to type 2 policies. It will be

the responsibility of the Coordinator, as far as is possible, to keep abreast of changes or potential changes from all sources and to advise the Faculty Welfare Committee each year of the need for revisions – printed or online updates or new editions.

The Coordinator should attempt to have annual reviews of the *Policy Manual* initiated. These reviews may result in new editions of the *Manual*. The Coordinator shall advise the Faculty Welfare Committee annually of the state of the *Policy & Procedure Manual* with regard to all policy changes. The Faculty Welfare Committee shall inform the faculty that changes are forthcoming. Faculty should receive information on updated pages (either in hard-copy or through the University's computer network) of the before new contracts are issued. Faculty will find an online edition of the *Policy & Procedure Manual* on the Nicholls website at <http://www.nicholls.edu/admin/policy/index.html>. A timetable for changes follows:

At the beginning of the Fall Semester: The Chair of the Faculty Welfare Committee appoints three members to the Faculty Handbook Committee

September 30: The Coordinator of Policy and Procedure in conjunction with the Faculty Welfare Handbook Committee will send appropriate notification to the faculty reminding faculty of the processes involved with *Manual* revision. This notification should also list the names and phone numbers of the Coordinator and of the Handbook Committee members.

By end of the Fall Semester: Deadline for individuals to contact the Coordinator or members of the Faculty Welfare Handbook Committee about suggestions for type 2 policy changes. The Welfare Handbook Committee will submit any proposed changes to the Coordinator.

January of Spring Semester: The Coordinator contacts the Faculty Welfare Committee concerning changes that are due to the *Manual*.

January 30: The Coordinator's report to the Faculty Welfare Committee concerning the state of policy changes. The Coordinator also submits a copy of this report to the Vice President for Academic Affairs. The Coordinator may coordinate meetings of the Faculty Welfare Committee and the Academic Vice President where the Coordinator deems it appropriate. If all

parties are in agreement, the changes will be submitted to the Senate.

February 15: If the parties are not in agreement the Coordinator notifies all concerned parties of the need for a meeting of the Senate President, the Chairman of Faculty Welfare, the Coordinator, and the Vice President for Academic Affairs. These individuals will discuss proposed changes and Senate action. (These meetings will be called by the Coordinator when the Coordinator deems it appropriate.)

April 1 or earliest date possible: The Vice President for Academic Affairs along with the President of the Faculty Senate, the Chairman of the Faculty Welfare Committee, and the Coordinator will submit a joint written report to the President's Cabinet notifying the Cabinet of *Manual* changes. The Coordinator may suggest a meeting of the Cabinet if further action is necessary.

Before the end of the spring semester: The Handbook Committee or Faculty Welfare may advise the faculty of all changes to the *Manual*.

Before the beginning of the Fall Semester: Updates to the *Manual* are posted online at <http://www.nicholls.edu/admin/policy/index.html>.