



POLICY STATEMENT 1

POLICY and PROCEDURE PROTOCOL

POLICY DIGEST

Functional Classification: Governance and Administration

Monitoring Unit: Office of the Chancellor

Initially Issued: July 1, 2026

Last Revised: July 1, 2026

Next Review Date: July 1, 2029

I. PURPOSE

This document describes the multiple types of policy and procedure in place at the System, Campus and Unit level and provides procedural guidance for policies and procedures specifically applicable to LSU New Orleans.

II. DEFINITIONS

LSU System Bylaws is a set of rules necessary for the LSU Board of Supervisors to achieve its mission of delivering instruction, conducting research, facilitating scholarly activity, and performing service and outreach to Louisiana through the collection of institutions, academic programs, facilities, and other assets governed by the Board.

LSU System Rules and Regulations is a set of rules and responsibilities pertaining to the Supervisors' service on the Board, specific to the Board, and operations.

Permanent Memoranda (PM) represent policies of the LSU System. Along with the bylaws and regulations of the LSU Board of Supervisors, they are binding on all institutions of the University.

Policy Statements (PS) represent standard operating policies and procedures of LSU New Orleans. They are not binding upon other institutions within the LSU System and are subordinate to policies of the LSU System issued as Permanent Memoranda, to the Bylaws & Regulations of the LSU Board of Supervisors, and to state and federal regulations and statutes. Typically, Policy Statements originate with the monitoring unit to address policy issues that are campus wide in nature. Policy Statements may also be issued to interpret and implement Permanent Memoranda and Bylaws & Regulations of the Board of Supervisors or pursuant to the requirements of state and federal law.

Operational Procedures (OP) are developed at the unit level to ensure that tasks are completed correctly and uniformly. They provide a framework for employees to follow, helping maintain quality, safety, and compliance with internal and external regulatory requirements.

Functional Classification: gives insight into the nature of a Policy Statement; the functional classification can be one of the following:

- Curriculum & Instruction
- Employment
- Facilities
- Faculty
- Finance
- Health, Safety & Security
- Information Technology
- Institutional Governance & Administration
- Research
- Student Services

Monitoring Unit: the administrative unit charged with responsibility for the ongoing and periodic review of a specific Policy Statement. The monitoring unit shall provide for such revision and other modifications as required.

III. GENERAL POLICY AND DISCLAIMER

University Policy Statements are established for the purpose of institutional governance. Policy Statements serve to implement or interpret various laws, rules, regulations, policies, and/or to reflect the University's chosen method of managing its affairs. The university takes due care to ensure that Policy Statements, when issued, are following applicable controlling laws, rules, and regulations. However, it is recognized that changes in such laws, rules, and regulations may result in all or a portion of a Policy Statement becoming null or incorrect until a necessary revision is made. In such cases, those portions of a Policy Statement that are contrary to or in conflict with any controlling law, rule, or regulation are invalid. To the extent that the remainder of the Policy Statement is unaffected by a change in controlling laws, rules, and/or regulations, that remaining portion of the Policy Statement will remain valid and in effect.

Operational Procedures are established by individual units to improve accuracy, effectiveness and efficiency of completing tasks associated with University operation. In some cases, an Operational Procedure is developed to provide detailed procedures related to implement a Policy Statement. Operational Procedures may address a single issue or be developed in the form of a Handbook. Unit Directors (with varying titles including Director, Dean, Registrar, Assistant Vice Chancellor, Vice Chancellor) are responsible for the development of Operational Procedures as well as reviewing Operational Procedures on a regular basis to ensure accuracy.

IV. PROCEDURES

A. Initiation of Proposed Policy Statements:

1. **New Policy Statements:** Proposals for new Policy Statements in functional areas of Curriculum and Instruction, Faculty, Research and Student Services shall be submitted through or by the monitoring unit through supervisory channels to the Provost and Senior

Vice Chancellor of Academic Affairs. Proposals for new Policy Statements in all other functional areas shall be submitted through or by the monitoring unit through supervisory channels to the Chief Administrative Officer (CAO) who will provide for review within their division. Once the Provost or CAO has approved the new policy, it will be set to the Chancellor for final review/approval.

2. **Policy Statement Revisions:** Proposed revisions to an existing Policy Statement shall be submitted through or by the monitoring unit through supervisory channels to the Provost or CAO, who will provide for review within their division. Once the Provost or CAO has approved the new policy, it will be sent to the Chancellor for final review/approval.
3. **Summary of the Matter:** To aid in the approval process, monitoring units must provide a summary of the proposed changes, a rationale for the changes, the new content, and any other pertinent information.

B. Campus Approval of Policy Statements:

1. In the case of both new and existing policy statement proposals, the Provost and CAO will provide for review, comment, and action, within a reasonable amount of time, regarding the proposed Policy Statement. Should review by legal counsel be necessary, the proposed new or existing Policy Statement will be forwarded to legal counsel by the Provost or CAO.
2. The Provost or CAO will review materials related to the proposed new or revised Policy Statement, provide for such modifications as may be indicated, and forward the Policy Statement to the Chancellor for review.
3. Upon approval by the Chancellor, the new or newly revised Policy Statement shall be distributed and published accordingly.

C. Cancelling Policy Statements:

If a Policy Statement is recommended to be cancelled, the monitoring unit must provide justification and forward to the Provost or CAO. If the Provost/CAO agrees, the Policy Statement should then be routed to the Chancellor for final review and approval.

D. Campus Approval of Operational Procedures

New Operational Procedures are developed at the unit level and must be approved by the appropriate supervisor at the Vice Chancellor or Chancellor level.

In cases where an Operational Procedure supports a specific Policy Statement, the approving Vice Chancellor/Chancellor should notify the Office of Academic Affairs so the Operational Procedure can be linked to the appropriate Policy Statement to facilitate use of the Operational Procedure.

V. SOURCES

Article IX. of the Bylaws of the Board of Supervisors of LSU

VI. APPENDIX

Policy Statement Template



POLICY STATEMENT [NUMBER] [POLICY TITLE]

POLICY DIGEST

Functional Classification: [Function Classification]

Monitoring Unit: [Responsible Department]

Initially Issued: [Original Date Established]

Last Revised: [Last Revision Date]

Next Review Date: [Next Revision Date]

I. PURPOSE

II. DEFINITIONS

III. GENERAL POLICY

IV. PROCEDURES (if applicable)

V. SOURCES (if applicable; list links to PMs and APs)

VI. APPENDICIES (if applicable; list links to documents)