


University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the NSU *Policy and Procedure Manual*. Forward the completed form to Brigett Scott, Chair of the Policy and Procedure Committee email: Brigett.scott@nicholls.edu

<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revised	Section Number/Title:
Effective date:	07.01.2018
Source of Change:	<input type="checkbox"/> Policy change initiated by statute or rule from the State of Louisiana, the Board of Regents, or the University of Louisiana System Board of Supervisors <input checked="" type="checkbox"/> Policy change that are the result of activities by the policy or procedure-making bodies of the University through the President's Cabinet <input type="checkbox"/> Informational change that does not need to be cleared with policy or procedure-making bodies
Office of origin:	Provost/VP for Academic Affairs
Key contact person:	Sue Westbrook
Name and location of related documents (forms, guidelines, samples, etc.): <i>Provide electronic attachments when possible</i>	
Policy/procedure applies to (check all that apply):	<input type="checkbox"/> Faculty members <input type="checkbox"/> Civil service employees <input type="checkbox"/> Professional/administrative staff <input type="checkbox"/> Students <input checked="" type="checkbox"/> All of the above
Approved by:	

REASON FOR CHANGE

In order to facilitate changes (edits) and maintenance of the PPM, a faculty member shall be appointed to serve as the chair of the PPM committee.

Procedure(s):

PROPOSED CHANGE:

FROM:

1.17.3 Coordination of Policy and Procedure


The Coordination of Policy and Procedure is the responsibility of the Policy and Procedure Committee. The Policy and Procedure Committee is responsible for monitoring all policy changes and for informing all employees of any and all updates. The committee is composed of the following members: Executive Director of Planning and Institutional Effectiveness and SACSCOC Liaison who will serve as Chair, Human Resources Director, Faculty Senate Policy and Procedure Coordinator, Unclassified Staff Advisory Council

Representative, Classified Staff Advisory Council Representative, Provost/Vice President of Academic Affairs Representative, Dean Representative, and Director of Graduate Studies.

TO:

1.17.3 Coordination of Policy and Procedure

The Coordination of Policy and Procedure is the responsibility of the Policy and Procedure Committee. The Policy and Procedure Committee is responsible for monitoring all policy changes and for informing all employees of any and all updates. The committee is composed of the following members: the Policy and Procedure Manual Coordinator (appointed by Provost) who will serve as Chair, Executive Director of Planning and Institutional Effectiveness and SACSCOC Liaison, Human Resources Director, Faculty Senate Policy and Procedure Coordinator, Unclassified Staff Advisory Council Representative, Classified Staff Advisory Council Representative, Provost/Vice President of Academic Affairs Representative, Dean Representative, and Director of Graduate Studies.

Approved: 
 President Jay Clune

<i>For PPM Committee use only:</i>	
Date Reviewed by PPM Committee	Fall 18 (August)
Date Sent to UC	Fall 18 (August)
Date Approved by President's Cabinet	Fall 18 (August)
President's Approval (signature) obtained	Fall 18 (Sept 5, 2018)
Addition/Revision to P&P Manual (date, Section, made by)	Date: 9-6-18 Section: 1.17.3 Made by: Briggett Swett
Date of Campus Notification	9-6-18