

POLICY AND PROCEDURES MEMORANDA (PPM)

Definition

“Policy and Procedures Memoranda” (PPMs) provide requirements, guidelines and minimum criteria and operating procedures for the implementation of Board Bylaws & Rules, as well as those otherwise required by State and Federal law. Approval of Policy and Procedure Memoranda do not require a vote by the Board of Supervisors, but rather may be issued by the System Office to ensure implementation of Board policy and to disseminate minimum standards and “best practices” among the universities.

Numbering System

A PPM may relate to either a Chapter generally, or to a specific section in a Chapter of the Board Bylaws & Rules. The numbering scheme for PPMs is as follows:

EXAMPLE

S-II.XXI.-1(a) Security on Campus

Minimum Standards/Best Practices

S-II: First letter of the Chapter Name and Roman Numeral of Chapter

XXII: Specific section of the Chapter

-1: First PPM relating to the specific section of Board Bylaws and Rules

(a): Indicates policy has been amended or revised since its original publication

Effective Date

A PPM shall become effective on the date designated in the policy. The System Administration shall forward approved policies to each campus president for distribution to appropriate personnel. All PPMs will be posted and maintained on the University of Louisiana System website.

Cancellation

The Cancellation date indicates the date of issuance for the policy which the PPM is replacing. For a new PPM the Cancellation date would indicate "NONE".

All PPMs will remain in effect until amended or repealed.

Publication and Distribution

The System Office shall ensure that all Bylaws & Rules and/or Policy and Procedure Memoranda and any subsequent amendments or additions will be disseminated to the campuses within ten (10) days of approval by the Board and/or the System Office. Each institution in the University of Louisiana System shall ensure that the Faculty, Staff and Students have access to the Bylaws & Rules and Policy and Procedure Memoranda of the Board of Supervisors for the University of Louisiana System.