



## **1.1 Introduction**

This Policy Manual is intended to provide students, faculty, administrators, staff and any other members of the University community with the University's current policies. Members of the University community are expected to read and become familiar with each volume of the Policy Manual that applies to their relationship with the University. The Policy Manual is organized as follows:

- Volume I: Policies on Governance and Administration
- Volume II: Campus Community Policies
- Volume III: General Institutional Employment Policies
- Volume IV: Personnel Policies for Faculty
- Volume V: Personnel Policies for Administrators and Staff
- Volume VI: Academic Policies
- Volume VII: Student Life and Development Policies

This Policy Manual supersedes all previously issued policy manuals and other policy statements governing topics that are included in this Policy Manual.

For employees, this Policy Manual does not create and is not intended to create an express or implied contract with regard to the length of employment, the terms and conditions of employment, or any other matter. In addition, this Policy Manual does not create and is not intended to create a promise or representation of continued employment, or a guarantee of a particular job position, title, responsibilities, or particular level of compensation.

The University may change, delete, suspend or discontinue any part or parts of the provisions of this Policy Manual at any time in its sole and complete discretion.

The Board of Trustees has the ultimate authority over all University policies. The President of the University must approve any change made to the policies set forth in this Policy Manual unless other specific means for revision of the policy were approved by the Board of Trustees and are specifically provided for in the policy. The changes go into effect upon the President's written approval of any such change, unless further approval is required by the Board of Trustees or as otherwise required by law. Unless compelling reasons require otherwise, all proposed changes to the Policy Manual, including the adoption of new policies and the amendment, rewording or deletion of current policies, must be submitted to the Senate prior to their adoption or implementation. Such changes

to policies within the Senate's jurisdiction shall be made only pursuant to the procedure set forth in Article VIII (3) of the Senate Constitution.

Once approved, changes or additions to this Policy Manual will be posted on the University's web page. In addition, copies of the University's Policy Manual will be available for review by students and employees in the Office of the President, the Office of the Vice President for Student Affairs, the Human Resources Department, and the Office of the General Counsel.

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