

**ADOPTION OF THE POLICY AND PROCEDURES MANUAL, RESCISSION OF
PRIOR POLICIES AND PROMULGATION OF POLICIES
FOR ELIZABETH CITY STATE UNIVERSITY**

The Board of Trustees adopts *The Elizabeth City State University Policy and Procedures Manual* as the official document conveying Elizabeth City State University's policies and the administrative procedures and guidelines of the Chancellor. Policies existing prior to the adoption of this policy and not included in the *Policy and Procedures Manual* are rescinded and are no longer in effect.

1. Definitions

- a. **Policies:** Policies direct the Elizabeth City State University (ECSU) community according to ECSU's mission. Policies shall concisely set forth the University's official statement on matters it deems significant to the governance of ECSU.
- b. **Regulations:** Regulations are those rules or requirements of the Chancellor that members of the university community are required to follow in conducting the affairs of ECSU.
- c. **Guidelines:** Guidelines are interpretations of policies or other official guidance issued for the assistance of the university community, in conducting the affairs of ECSU.

2. Procedures for adoption or amendment of policies

- a. Before the Board of Trustees may adopt, amend or repeal a policy, a recommendation should be made by one of its standing committees.
- b. Once a Board of Trustees policy is adopted, the Office of Legal Affairs will assign it an outline number and incorporate it into the *Policy and Procedures Manual*, denoting it in the contents. The first page of every policy promulgated from the date of the adoption of the *Policy and Procedures Manual* forward shall note its promulgation date and dates of amendment. Policies and amendments shall state an effective date if that date differs from the date of adoption.
- c. The Assistant Secretary of the Board of Trustees will maintain a permanent record of each policy adopted or amended by the Board of Trustees.

3. Procedures for Issuance of Regulations and Guidelines

- a. Regulations and guidelines pertaining to university policies, or other matters not addressed by a policy, will be promulgated by the chancellor and distributed within the

university community. The terms “policy” or “policies” will not be used to designate regulations or guidelines.

- b. Regulations or guidelines may be issued by the Chancellor on the Chancellor’s initiative or on the recommendation of a vice chancellor or a senior administrative officer after the Administrative Council has had an opportunity to review and comment on the proposal.
- c. All regulations and guidelines issued by the Chancellor will be incorporated into ECSU’s Policy and Procedures Manual and issued an outline number by the Office of Legal Affairs.

4. Maintaining the Policy and Procedures Manual

The ECSU *Policy and Procedures Manual* will be maintained in hard copy form as well as in a format accessible via the World Wide Web. The Office of Legal Affairs will be responsible for taking steps to update the *Policy and Procedures Manual* quarterly by including new or amended policies, regulations, and guidelines. Office of Legal Affairs will distribute quarterly policy manual updates to the ECSU Community.