MediaWiki:NavTree

{{#tree:root=Policy Menu}}

- 100 Governance and Administration
  - 101 Policy on Policies
  - 102 University Organization and Administration
  - 103 Board of Trustees
    - 103.1 Bylaws
    - 103.2 Audit Committee Charter
    - 103.3 Naming of Facilities and Programs
    - 103.4 Honorary Degrees
  - 104 Facility Use, Solicitation, Distribution of Printed Materials, Unscheduled Public Speaking Areas, and Peaceful Assembly
  - 105 Records
    - 105.1 Records Retention Schedule
    - 105.2 University Archives
    - 105.3 Policy Statement on the Family Educational Rights and Privacy Act of 1974, as Amended
    - 105.5 Identity Theft Prevention Plan
    - 105.6 Public Records Requests
  - 106 Drugs and Alcohol
    - 106.1 Alcoholic Beverages
    - 106.2 Tailgating
  - 107 Substantive Change for Accreditation Purposes
  - 108 Compliance Calendar
- 200 Academic Affairs
  - 201 Faculty Handbook
  - 202 Undergraduate Bulletin
  - 203 Graduate Bulletin
  - 204 Academic Governance Handbook
  - 205 Academic Integrity Code
  - 206 Final Grade Appeal Procedure
  - 207 Intellectual Property Transfer
  - 208 Export Controls Compliance
  - 209 Review of Research Involving Human Subjects
  - 210 Payments to Human Subjects
  - 211 Integrity in Scholarship and Scientific Research
  - 212 Use of Recombinant DNA in Research and Teaching Laboratories
  - 213 Care and Use of Animals for Research Teaching or Demonstration
  - 214 Credit Hour Policy
  - 215 Policy on Internet/Web-Based Courses
  - 216 Human Subject Research Recruitment
  - 217 Export Controls Compliance
  - 218 Policy on Independent Studies
  - 219 Policy on Faculty Workload
  - 220 Facilities and Administrative Cost Policy
  - 221 Buyout Policy for Externally Sponsored Projects
- 300 Public Safety
  - 301 Police
    - 301.1 Special Services
    - 301.2 University Police Services
    - 301.3 Criminal Trespass Warning
    - 301.4 2015 Campus Security and Fire Safety Annual Report
    - 301.5 Bicycle Helmets
  - 302 Emergency Management
    - 302.1 Emergency Management Program
    - 302.2 Communication Guidelines for Emergencies and Campus Issues
    - 302.3 Emergency Operations Plan
    - 302.4 Building Emergency Response Plan Template
    - 302.5 Pandemic Infectious Disease Plan
    - 302.6 International Crisis Management
    - 302.7 Emergency Notification System
303 Environmental Health and Safety
   - 303.1 Office of Occupational Safety and Health Introduction
   - 303.2 OSHA Regulations
   - 303.3 Safety Committees
   - 303.4 Personal Protective Equipment
   - 303.5 Accident Reports
   - 303.6 Safety Hazards
   - 303.7 Hazardous Communication Program
   - 303.8 Exposure Control Plan for Bloodborne Pathogens
   - 303.9 Chemical Hygiene Plan
   - 303.10 Open Flame Policy
   - 303.11 Fall Protection Plan
   - 303.12 Respiratory Protection Program
   - 303.13 15-Seat Vans
   - 303.14 Lockout/Tagout Procedures
   - 303.15 Pre-Purchase Review of Products
   - 303.16 Hazardous Chemical Spill Response
   - 303.17 Automated External Defibrillator Protocol
   - 303.18 Safety Inspections
   - 303.19 Fire Prevention and Emergency Action
   - 303.20 Industrial Hygiene Assistance Request Form
   - 303.21 Emergency Telephone Numbers
   - 303.22 Radiation Safety Manual
   - 303.23 Confined Space Program
   - 303.24 Animals On Campus
   - 303.25 Tobacco and Related Product Restrictions on University Property

304 Parking and Traffic
   - 304.1 Rules and Regulations

400 Students
   - 401 Student Conduct
     - 401.1 Code of Student Conduct
     - 401.2 Harassment and Discrimination
     - 401.3 Student Abuse of Alcohol and Other Drugs
   - 402 Student Organizations
     - 402.1 Student Organization Judicial Review/Discipline Process
     - 402.2 Student Organization Web Sites
     - 402.3 Recognized Student Organization Food Sales

403 Student Health
   - 403.1 Administrative Health Officer
   - 403.2 Rendering Assistance to Students Who Have Attempted Suicide or Who Exhibit Other Life-Threatening Behaviors
   - 403.3 Medical Withdrawals
   - 403.4 Student Death Policy
   - 403.5 Awarding Degrees Posthumously

404 Housing
   - 404.1 Right of Entry/Search and Seizure

405 Miscellaneous Student Policies
   - 405.1 Tunnel Painting

500 Business Operations
   - 501 Accounting
     - 501.1 Budget Administration
     - 501.2 Non-Appropriated Budgets
     - 501.3 Account Numbers
     - 501.4 Accounting Terminology
     - 501.5 Funds Verification and Encumbrance Control
     - 501.6 Budget and Expenditure Reports
     - 501.7 Intracampus Billing
     - 501.8 Departmental Bookkeeping
     - 501.9 Contractual Obligations of University Services
     - 501.10 Collection and Write-Off of University Accounts Receivable
     - 501.11 Disbursements
     - 501.12 Direct Payments Policy
     - 501.13 Purchases Through Petty Disbursing Funds
     - 501.14 Backup Withholding Requirements Policy
501 Fund/Organization (ORG) Administration
  501.15 New Vendor Set Up for Banner Finance
  501.17 Journal Entry Guidelines
  501.18 Basic Spending Guidelines by Fund Source
  501.19 Fixed Asset System
  501.20 Taxation of Gifts
  501.21 International and Domestic Wire Transfer
  501.22 Honorariums

502 Bookstore
  502.1 Textbook Department
  502.2 Merchandise Department
  502.3 Paperback Department
  502.4 Sporting Goods Department
  502.5 Returned Checks
  502.6 Desk Copies
  502.7 Textbook Rental Policy
  502.8 Departmental Charges

503 Cashier
  503.1 State Policies Regarding the Receipt of Funds
  503.2 Receipting and Depositing Funds
  503.3 Collection of Cash Outside University Cashier's Office
  503.4 Storage and Safeguarding of Funds
  503.5 Imprest Change Funds
  503.6 Collection of Accounts Receivable
  503.7 Collection of Checks Returned for Insufficient Funds
  503.8 Payment Card Services Policy

504 Central Warehouse
  504.1 Warehouse Stock Items
  504.2 Central Receiving
  504.3 Central Shipping
  504.4 Purchasing Items from the Central Warehouse

505 Food Services
  505.1 APPCARDS

506 Payroll
  506.1 ASU Payroll Policies
  506.2 Manual Check Policy
  506.3 ME MN Banner Time Sheet Instructions
  506.4 Semi Monthly Payroll Instructions
  506.5 Payroll Direct Deposit
  506.6 Leave Payout Procedure
  506.7 Instructions for Payroll Time Entry Security Requests

507 Facilities and Property Management
  507.1 Association with other University Departments
  507.2 Funding and Types of Services
  507.3 Services Provided by the Physical Plant
  507.4 Requests for Physical Plant Services
  507.5 Emergency Maintenance and Repair Service
  507.6 Renovations and Alterations
  507.7 Key and Lock Security
  507.8 Heating and Cooling/Environmental Control
  507.9 Buildings and Grounds Regulations
  507.10 University Motor Vehicles
  507.11 Recycling Program
  507.12 Surplus Property
  507.13 Borrowing Computer Equipment
  507.14 University Space Management
  507.15 Campus Wayfinding and Signage

508 Post Office
  508.1 University Postal Service
  508.2 Campus Mail Service
  508.3 U.S. Federal Postal Contract Station
  508.4 Addressing Outgoing Mail
  508.5 United States Mail Rate Classifications
  508.6 Quantity Mailing
508.7 Preparing Outgoing Mail
508.8 Processing Bulk Mail
509 Purchasing
509.1 Purchasing Office
509.2 Purchase Authorizations
509.3 Solicitation by Salesmen
509.4 Product and Service Demonstrations by Vendors
509.5 State Purchase Contracts
509.6 Solicitation of Bids and Quotations
509.7 Single Source Purchases
509.8 Purchases from Commercial Vendors
509.9 Changes to Purchase Orders
509.10 Correspondence with Vendors
509.11 Return of Merchandise to Vendors
509.12 Purchases from University Facilities
509.13 Emergency Purchases
509.14 Blanket Purchase Orders
509.15 Rental and Lease of Equipment
509.16 Purchase and Rental of Office Machines
509.17 Service Contracts/Maintenance Agreements
509.18 Purchase or Rental of EDP and Computer Related Equipment
509.19 Excise and Sales Tax
509.20 Personal and Professional Service Contracts
509.21 Indefinite Quantity Contracts
509.22 Small Purchases
509.23 Procurement Card Program
509.24 Pre-Payments
509.25 Payments to Students
510 Travel, Transportation, and Expense Reimbursements
510.1 Travel and Expense Reimbursement Policy
510.2 Accountable Plan Defined
510.3 Blanket Travel Authorizations
510.4 Third Party Lodging Policy
510.5 Travel Warning Policy
511 Printing and Publications
511.1 Printing Responsibilities
511.2 Printing Services and Charges
511.3 Graphic Identity Program
600 Human Resources
601 Hiring and Separation
601.1 SHRA Employee Hiring
601.2 SHRA Employee Merit-Based Recruitment and Selection Plan
601.3 SHRA Employee Requesting Position Actions
601.4 SHRA Employee Separation from Service
601.5 SHRA Employee Terminating Employment
601.6 SHRA Grievance and Appeal
601.7 SHRA Employee Reduction-in-Force
601.8 EHRA Employees
601.9 Student Employees
602 Terms and Conditions of Employment
602.1 Equal Opportunity
602.2 Harassment, Discrimination and Retaliation
602.3 Employee Abuse of Alcohol and Other Drugs
602.4 Use of Software on Non-State Owned Personal Computers
602.5 Age Limitation for Employment and Employee Retention
602.6 Position Management
602.7 Personnel Records and Information Disclosure
602.8 Pay and Compensation
602.9 In-Range Adjustment
602.10 Supplemental Pay
602.11 Employee Responsibilities
- 908 Remote Access Policy
- 909 Network Risk Assessment Policy
- 910 Standards for Purchasing Classroom Technology Equipment
- 911 Trusted Access Policy
- 912 Virtual Private Network (VPN) Policy
- 913 General Web Standards
- 914 Wireless Networking Policy and Process
- 915 E-Mail As Official Means of Communication

- 1000 Audits
  - 1001 Financial and Operational Audits
  - 1002 Information Systems Audits
  - 1003 Bank Accounts, Cash Funds, and Investments
  - 1004 Accounting Systems and Procedures
  - 1005 Audit Follow-Up Policy