Welcome to the Appalachian State University Online Policy Manual. These policies and procedures are periodically updated or revised. Efforts are made to keep this online version current. If any questions arise about the authenticity of the online version, please contact the Office of General Counsel (828-262-2751). In the event of any discrepancy between the online version and printed documents approved by the Chancellor, the printed documents shall govern.

Comments, suggestions or questions regarding the Policy Manual should be directed to the Office of General Counsel at ogc@appstate.edu or to the department with primary responsibility for implementation.

:NOTE: For purposes of all Appalachian State University policies, references to SPA (subject to the State Personnel Act [former terminology]) shall be interchangeable with SHRA (subject to the State Human Resources Act [current terminology]); and references to EPA (exempt from the State Personnel Act [former terminology]) shall be interchangeable with EHRA (exempt from the State Human Resources Act [current terminology]).

Table of Contents

- 100 Governance and Administration
  - 101 Policy on Policies
  - 102 University Organization and Administration
    - 102.1 University Contracts and Delegation of Signature Authority
    - 102.2 Legal Services Policy
  - 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
  - 105 Records
    - 105.1 Record Retention Policy
    - 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 Alcohol at University Events
    - 106.2 Tailgating
  - 107 Substantive Change for Accreditation Purposes
  - 108 Equal Opportunity
  - 109 Debt Management
  - 110 Discrimination, Harassment, Retaliation and Sex-Based Misconduct
  - 111 Protection of Minors
    - 111.1 Protection of Minors
    - 111.2 Reporting Suspected Child Abuse and Neglect
  - 112 Title IX and Sex/Gender-Based Misconduct See Policy #110
  - 113 Chalking
- 200 Academic Affairs
  - 201 Faculty Handbook
  - 202 Undergraduate Bulletin
  - 203 Graduate Bulletin
  - 204 Buyout Policy for Externally Sponsored Projects
  - 205 Academic Integrity Code
  - 206 Final Grade Appeal Procedure
  - 207 Intellectual Property Transfer
  - 209 Review of Research Involving Human Subjects
  - 210 Payments to Human Subjects
  - 211 Research Misconduct
  - 212 Use of Recombinant DNA in Research and Teaching Laboratories
213 Care and Use of Animals for Research Teaching or Demonstration
214 Credit Hours
215 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 Fellowship Policy
222 Global Learning Management System Policy
223 Campus Survey Policy

300 Public Safety

301 Police
  301.1 Special Services
  301.2 University Police Services
  301.3 Criminal Trespass Warning
  301.4 Clery Act Compliance Policy
  301.5 Bicycle Helmets
  301.6 University Security Camera Policy

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 Plans
  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 Multi-Passenger Vehicles
  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
  303.26 Unmanned Aircraft Systems Policy
  303.27 Theatrical Simulated Firearms Policy
  303.28 Controlled Substance Research Policy
  303.29 Laboratory Safety Policy

304 Parking and Traffic
  304.1 Rules and Regulations
  304.2 Use of Skateboards and Similar Devices

400 Students

401 Code of Student Conduct
  401.2 Harassment and Discrimination See Policy #110

402 Student Organizations
- 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

- 510 Travel, Transportation, and Expense Reimbursements
  - 510.1 Travel and Expense Reimbursement Policy
  - 510.2 Travel to Destinations of Elevated Risk
  - 510.3 International Travel Insurance

- 511 Printing and Publications
  - 511.1 Printing Responsibilities
  - 511.2 Printing Services and Charges
  - 511.3 Graphic Identity Program

- 512 Budget Administration

- 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
    - 601.10 Administrative Separation/Retreat to Faculty Position

- 602 Terms and Conditions of Employment
  - 602.1 Equal Opportunity See Policy #108
  - 602.2 Harassment, Discrimination and Retaliation See Policy #110
  - 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
  - 602.12 Work Schedule
  - 602.13 Changes Affecting Employment
  - 602.14 Employee Relations
  - 602.15 Employee Safety
  - 602.16 Disciplinary Action, Suspension and Dismissal
  - 602.17 Disciplinary Suspension Without Pay
  - 602.18 Demotion
  - 602.19 Pre-Disciplinary Conference
  - 602.20 Appeal to State Human Resource Commission
  - 602.21 Improper Relationships between Students and Employees
  - 602.22 Mediation for Faculty and EHRA Administrative Personnel
602.23 EHRA Non-Faculty Grievances
602.24 Evaluating Staff Employees
602.25 Daylight Savings Time
602.26 Adverse Weather and Emergency Closing
602.27 EHRA Non-faculty Employment
602.28 Critical and Essential Staff (Repealed)
602.29 On-Call/Emergency Callback Pay
602.30 Criminal Background Reports
602.31 EHRA Non-Faculty Performance Management
602.32 Workplace Violence
602.33 Sponsorship of Employees For United States Permanent Residence
602.34 Non-Salary and Deferred Compensation
602.35 Employee Relocation Expenses
602.36 Flexible Work Arrangements

603 Benefits
603.1 Leave
603.2 Voluntary Shared Leave Program
603.3 Insurance and Retirement Benefits
603.4 Tuition Waiver
603.5 Tuition Reimbursement
603.6 Filing the Supervisor's Accident Report Form
603.7 Filing Worker's Compensation Claims
603.8 EHRA Benefits
603.9 SHRA Benefits
603.10 Vacation Leave
603.11 Sick Leave
603.12 Leave without Pay Administration
603.13 Holiday Leave Administration
603.14 FMLA Leave Administration
603.15 Family Illness Leave Administration
603.16 Community Service Leave
603.17 Military Service Leave and Differential Pay Procedures
603.18 Emergency Loan Fund
603.19 Services to Employees

604 Conflicts of Interest and Commitment
604.1 Dual Employment
604.2 Processing Dual Employment Assignments
604.3 External Professional Activities of Faculty and Other Professional Staff
604.4 Secondary Employment
604.5 Staff (SHRA) Employee Request for Approval to Engage in Outside Work
604.6 Conflict of Interest and Commitment
604.7 Political Activities and Public Office Holding

700 Athletics
701 Department of Athletics Policies and Procedures Manual
702 Trademark/Service Mark Licensing

800 University Communications
801 Responses to Requests
801.1 Media Requests

900 Information Technology
901 Information Technology Governance Policy
902 Data Governance
903 Information Security Policy
904 Infrastructure and Architecture Policy
905 Identity and Access Management Policy
906 Acceptable Use of Computing and Electronic Resources Policy
907 General Web Standards
908 E-Mail As Official Means of Communication
909 Digital Accessibility
910 Statement of Confidentiality
911 Privacy and Confidentiality of Individually Identifiable Health Care Information under HIPAA

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