

**POLICY & PROCEDURES MANUAL**

**WAYLAND BAPTIST UNIVERSITY**

**Classification Number: 1.4.1**

**Reviewed: August 14, 2017**

**SUBJECT: REVIEW AND APPROVAL OF UNIVERSITY POLICIES**

The Office of the President shall maintain the Wayland Baptist University Policy and Procedures Manual and serve as the administrator charged with insuring the appropriate review of new and amended policies.

Proposed policies will be submitted to the Office of the President as a hard copy and electronically in Word format. A proposed policy will use the approved format and will include a statement identifying the administrator responsible for interpreting the policy. If a proposed policy supersedes an existing policy, the number and title and classification number of the existing policy must be identified. Prior to submission to the appropriate recommending body, all policies will be reviewed to ensure that they do not violate the policies or bylaws of the Board of Trustees.

The Faculty Senate of Wayland Baptist University will review and make recommendations regarding policies dealing with:

1. educational policy and planning of academic programs, curriculum, and instruction,
2. academic standards, including policies on admissions, awarding of grades, retention of students, and graduation requirements,
3. scholarships, honors, awards, and other forms of student distinction,
4. faculty policies and their implementation including, but not limited to, appointments, reappointments, academic freedom, evaluation, promotion, faculty workloads, and faculty development,
5. faculty compensation policies and their implementation including, but not limited to, salaries, fringe benefits, and the awarding of merit increases,
6. the role of research and policies for allocating undesignated research funds within the university,
7. academic support services including, but not limited to, the library, computing, teaching and research equipment, and mas-4( Tm[ )W)-2(om)6(m)17(enda)-2(t)ses,

A policy issued by Wayland Baptist University is issued for a period of five (5) years. At the end of the five-year period, the policy will be reviewed to determine its continuance.

Contact for Interpretation: President

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This policy statement supersedes all previous policy statements on this subject.

Revisions:

- 08/14/2017 - Reviewed
- 03/18/2013 – Revised – seven year policy changed to five years
- 12/02/2008 - Title/Position Change and Edited
- 02/22/2007 - Layout Changes
- 09/15/2003 - Reviewed
- 10/01/2004 - Title changes and Edited
- 09/01/2001 - Reviewed and Reissued as Policy 1.4.1
- 08/25/1997 - Reviewed
- 07/30/1991 - Inception Policy 1.1.7