

POLICY MEMORANDUM

No. I-10

Organization

The formulation of Policy Memorandums for the Missouri University of Science and Technology develops at various times and in various ways. Once developed, however, it is clear that policy should be stated in a systematic manner, issued in a distinctive format, and retained in a separate file for reference. To accomplish this, statements will be made through Policy Memoranda which will provide essential guidelines of policy and assist those immediately concerned with translating policy into action. Issues to be dealt with will primarily include interfacial areas where academic/administrative matters affect faculty, department chairs, directors, deans, administrative officers, student council, and student publications.

The Policy Memoranda organization consists of four parts: (1) POLICY STATEMENT; (2) EFFECTIVE DATE; (3) RESPONSIBILITY (for executing the policy); and (4) BASIS (of policy, i.e., action of the University of Missouri Board of Curators, Presidential directive, State law, directive from the Chancellor, recommendations of (a) deans, (b) directors, (c) department chairs, (d) chairs of standing University committees, and (e) administrative officers).

Policy Memoranda will be issued by the Chancellor. Suggestions may be made to the Chancellor by interested staff and faculty through established channels of communication. In practice, the Chancellor may administratively delegate the preparation of the statement of policy to an administrative officer, dean, director, department chair, or the chair of an appropriate committee of the University.

Distribution of Policy Memoranda will be to department chairs, directors, deans, administrative officers, academic council chair, student council president, and a copy will be publicly available on the Chancellor's Homepage <http://chancellor.mst.edu/> and in the Library.

EFFECTIVE DATE: Immediately

RESPONSIBILITY: Chancellor

BASIS: Intent of stated policy of the University of Missouri Board of Curators with regard to delegated authority.

John F. Carney III
Chancellor