April 21, 2011

TO: DEANS, DIRECTORS, AND DEPARTMENT HEADS

SUBJECT: AUBURN UNIVERSITY POLICY DATABASE

Effective April 25, 2011, all official University Policies will be centrally-housed in a newly-constructed searchable University Policy Database. The University Policy Database now serves as the official repository for all University Policies. To the extent that policy statements were previously included in handbooks and manuals, they are now superseded by the policy documents found in this database. Schools, colleges, departments, divisions, and units that include policy information on their websites are required to link that information from the University Policy Database.*

Individuals engaged in developing and maintaining University Policies must follow the requirements, outlined in the University's revised Policy on Policies, for drafting, revising, approving, withdrawing, and promulgating University Policies. University Policies constitute living documents and are subject to change at any time by the Board of Trustees and/or Executive Officers of Auburn University.

As stated in the Policy on Policies: No college, school, department, or unit may adopt a policy, procedure, or practice that is inconsistent with or expands the obligations of the University under official University Policies without the express written approval of either the Board of Trustees with respect to Board Policy or the University President in all other instances. All colleges, schools, departments, and divisions should review their existing policies on a regular basis to ensure they are relevant, consistent, and add value to the central administrative policies found in the University Policy Database. University Policies posted on AU websites that are inconsistent with the format and content of the official policy documents in the database are subject to removal.
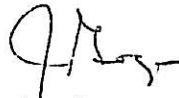
*The database was created collaboratively by the Administrative Policy Coordinating Committee, the Office of Information Technology, and the Office of the General Counsel. In general, the conversion from a web version (HTML) to a policy document (PDF) did not include substantive revisions. In the limited circumstances where substantive revisions did occur, they were approved through the procedures outlined on the University's Policy on Policies.

Questions regarding this change and the functionality of the database and University Policy matters should be directed to:

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Sincerely,

Jay Gogue
President