

Policies and Official Responsibles for Review

No	Policy Number	Policy Name	Official Responsible for Review
<i>Academic</i>			
1	ACAD20140009	Add, Drop and Course Withdrawal	Registrar
2	ACAD20160020	Appointment, Retention, and Promotion and Faculty Titles	Faculty Senate Chair
3	ACAD20200031	Carrying over course credits and grades from a previous AUA record to a new record	Registrar
4	ACAD20180025	Class Size	Provost
5	ACAD20160021	Concurrent and Non-Concurrent Enrollment and Waiver of Requirements for University-Level Courses	Registrar
6	ACAD20060006	Copyright	Provost
7	ACAD20060009	Course Descriptions for AUA Catalog	Curriculum Committee Chair
8	ACAD20230033	Course Evaluations	TBC
9	ACAD20150018	Course Proposal and Modification	Curriculum Committee Chair
10	ACAD20160022	Course Syllabus Format	TBC
11	ACAD20140004	Credit Hour	TBC
12	ACAD20060003	Externally-Funded Grants and Programs	Provost
13	ACAD20070002	Faculty Code of Conduct	Faculty Senate Chair
14	ACAD20190027	Faculty Evaluations	Faculty Senate Chair
15	ACAD20150013	Faculty Office Hours	Faculty Senate Chair
16	ACAD20140010	Faculty Workload	Provost
17	ACAD20140007	Final Exam	Registrar
18	ACAD20150019	Financial Aid	Head of Financial Aid Office
19	ACAD20140003	Grade Policies	Registrar
20	ACAD20140011	Graduate Certificate	Curriculum Committee Chair
21	ACAD20170023	Graduation Policy and Procedures	Registrar
22	ACAD20140012	Non-Degree Status	Registrar
23	ACAD20050001	Outside Employment	Director of Human Resources
24	ACAD20060004	Patents	Provost
25	ACAD20150015	Probation and Dismissal	Registrar
26	ACAD20140001	Program and Major Change	Registrar
27	ACAD20180026	Program Chair Appointment	Provost
28	ACAD20070001	Research Ethics and IRB	IRB Chair
29	ACAD20140006	Residency and Graduate Continuous Enrollment	Registrar
30	ACAD20200029	Statement on Educational Effectiveness	Provost
31	ACAD20040001	Statement on Faculty Senate	Faculty Senate Chair
32	ACAD20140017	Student Code of Conduct	Provost
33	ACAD20150014	Student Code of Ethics	Registrar
34	ACAD20060002	Student Records	Registrar
35	ACAD20200030	Teach-Out	TBC

36	ACAD20140005	Time Status	Registrar
37	ACAD20140002	Transfer Credit	Registrar
38	ACAD20150016	Tuition Refund	Registrar
39	ACAD20200032	Undergraduate Minors	Curriculum Committee Chair
40	ACAD20060001	Violations of Faculty Codes and Standards Policies and Procedures	Provost
41	ACAD20140008	Withdrawal and Readmission Procedures	Registrar
<i>Administrative</i>			
42	ADMI20140013	Access to AUA Campus and Working Hours	Director of Facilities and Services
43	ADMI20140012	Air Conditioning	Director of Facilities and Services
44	ADMI20140010	Allocating Rooms to Departments	Director of Facilities and Services
45	ADMI20220004	Arranging for Visas and Travel	Director of Facilities and Services
46	ADMI20230001	AUAC Document Retention/Destruction Policy	President
47	ADMI20140005	Compensation for Accidental Harm	Director of Facilities and Services
48	ADMI20200022	Duplication Services	Director of Facilities and Services
49	ADMI20140008	Electrical Wiring and Equipment Installation	Director of Facilities and Services
50	ADMI20150020	Events Management	Director of Facilities and Services
51	ADMI20140001	Facilities Services	Director of Facilities and Services
52	ADMI20060002	Health Center	Director of Facilities and Services
53	ADMI20140002	Holidays	Director of Human Resources
54	ADMI20220003	Housing Arrangements For International Faculty	Director of Facilities and Services
55	ADMI20140003	Identification Cards	Director of Facilities and Services
56	ADMI20140018	Lost and Found	Director of Facilities and Services
57	ADMI20140014	Management of Keys and Locks	Director of Facilities and Services
58	ADMI20140009	No-pet environment	Director of Facilities and Services
59	ADMI20210001	Ordering Transportation	Director of Facilities and Services
60	ADMI20140006	Parking	Director of Facilities and Services
61	ADMI20220001	Picking up of Arriving International Faculty, Staff and Students to-from Airport	Director of Facilities and Services
62	ADMI20240001	Policy on Agreements	Vice Provost for Integration
63	PRES2012Z	Political and Religious Activity at AUA	President
64	ADMI20140015	Posting Signs and Announcements	Director of Facilities and Services
65	ADMI20140019	Provision and Use of Furniture and Equipment	Director of Facilities and Services
66	ADMI20200021	Purchasing of Goods and Services	Assistant Vice President
67	ADMI20140004	Reception Desk Function	Director of Facilities and Services
68	ADMI20120002	Regulations on Provision of Facilities and Food Services	Director of Facilities and Services
69	ADMI20140007	Renovation of the AUA Premises	Director of Facilities and Services
70	ADMI20140011	Reservation of Classrooms, Computer Labs and Auditoria	Director of Administration
71	ADMI20140017	Security and Safety on AUA Premises	Director of Facilities and Services
72	ADMI20220002	Substance Abuse	Director of Facilities and Services
<i>Admissions</i>			
73	ADMS20190005	English Language Proficiency Test Waiver	Director of Admissions
74	ADMS20150003	Graduate Admissions	Director of Admissions
75	ADMS20140001	Undergraduate Admissions	Director of Admissions

Financial			
76	FINA20200003	Cash Collection and Disbursement	Vice President of Finance
77	FINA20060003	External Audit Review	Vice President of Finance
78	FINA20060008	Financial Services General Provisions	Vice President of Finance
79	FINA20220001	Foreign Currency Exchange	Vice President of Finance
80	FINA20060002	Funds Transfer by Research Centers	Vice President of Finance
81	FINA20060001	Inventory Control and Disposal of Furniture and Equipment	Vice President of Finance
82	FINA20060007	Items and Activities Covered by Overhead and Allocation of Overhead	Vice President of Finance
83	ACAD20060008	Items and Activities to be Covered by Specific Projects' Budgets	Vice President of Finance
84	FINA20060006	Operational Budget Development Process	Vice President of Finance
85	FINA20200005	Payroll Processing of Employment Contracts, Civil Service Contracts and Bonus Payments	Vice President of Operations
86	FINA20060005	Projects and Grants Accounting	Vice President of Finance
87	FINA20170001	Reimbursing for AUA Services within the AUA	Vice President of Finance
88	FINA20060004	Reports by Departments	Vice President of Finance
89	FINA20220002	Sub-Granting	Vice President of Finance
General			
90	GEN20210007	AUA Trademark	Director of Communications
91	GEN20160003	Conflict of Interest for Administration, Faculty and Staff	President
92	PRES2005Z	Conflict of Interest for Trustees and Directors	President
93	GEN20200005	Non-Discrimination	President
94	GENE20140001	Policy on Policies	Provost
95	ACAD20060007	Sexual Harassment	President
96	GEN20200006	Signature Authority	Vice President of Operations
97	GEN20170004	Smoke Free Environment	President
98	ACAD20010001	Statement on Academic Freedom	Faculty Senate Chair
99	GENE20140002	Whistleblower: Responsible and Ethical Conduct at AUA	President
Human Resources			
100	HUMR20140018	Academic Salaries	Provost
101	HUMR20210019	Business Travel	Director of Human Resources
102	HUMR20140017	Employee Benefits	Director of Administration
103	HUMR20140006	Employee Records	Director of Administration
104	HUMR20140010	Employment Termination	Director of Administration
105	ACAD20200028	Equal Opportunity in Employment	Director of Human Resources
106	HUMR20140013	Job Classification and Compensation	Director of Administration
107	HUMR20140008	Job Performance Evaluation	Director of Administration
108	HUMR20140002	Main Rights and Responsibilities of the Employer	Director of Administration
109	HUMR20140001	Main Rights, Duties, and Responsibilities of the Employees	Director of Administration
110	HUMR20140007	Probation Period	Director of Administration
111	HUMR20140004	Recruitment and Employment	Director of Administration
112	HUMR20140009	Rewards and Disciplinary Actions	Director of Administration
113	HUMR20140012	Safety at Workplace and the Employees' Responsibility	Director of Administration

114	HUMR20140011	Staff Conduct	Director of Administration
115	HUMR20140015	Vacation	Director of Administration
116	HUMR20140014	Work Schedule	Director of Administration
117	HUMR20140005	Working Hours of Employees Enrolled in an AUA Academic Program	Director of Administration
<i>Information Technology</i>			
118	ICTS20210005	Computer and Network Use	Director of ICTS
119	ICTS20210008	E-mail Usage	Director of ICTS
120	ICTS20200003	Guidelines for Computer Laboratories	Director of ICTS
121	ICTS20200004	ICTS Services Rules and Regulations	Director of ICTS
122	ICTS20210006	Information Technology Security	Director of ICTS
123	ICTS20210007	Internet Usage	Director of ICTS
124	ICTS20200001	Local Area Network	Director of ICTS
125	ICTS20200002	Moodle Usage	Director of ICTS
126	ICTS20220001	Remote Access	Director of ICTS
<i>Library</i>			
127	LIBR20200003	AGBU Papazian Library Circulation Services For AUA Community	Director of Library
128	LIBR20200004	AGBU Papazian Library Interlibrary Loan And Document Delivery Services	Director of Library
129	LIBR20200005	AGBU Papazian Library Membership	Director of Library
130	LIBR20200002	AUA Archive	Director of Library
131	LIBR20200006	Cataloging of AGBU Papazian Library Materials	Director of Library
132	LIBR20200007	Collection Development	Director of Library
133	LIBR20210008	E-Devices Use	Director of Library
134	LIBR20150001	Library Rules of Behavior	Director of Library
<i>Institutional Advancement</i>			
135	INAD20150001	Gifts, Scholarships and Endowments	AUAC Board of Trustees Chairperson
136	INAD20200002	Photo Video and Audio Use	Director of Communications
137	INAD20200004	Press And Media Inquiries	Director of Communications
138	INAD20200003	Solicitation and Acceptance of Gifts	President
139	INAD20240005	Publication of Promotional Materials, Including Audio/Video, Visual, and Print	Director of Communications
140	INAD20240006	Social Media Standards	Director of Communications
<i>Presidential Decree</i>			
140	PRES2022X	Annual Review of Executive Leaders and Senior Academic Leaders at American University of Armenia (AUA)	Provost
141	PRES2023Z	AUA Academic and Strategic Planning Council	President
142	PRES2020Z	Donors	President
143	PRES2021Z	Crisis Management Communication	President
144	PRES2022Z	Endowed Named Professors Program	President/Provost
145	PRES2021Y	for the International Full-Time Faculty of the “American University of Armenia” Fund	President