



Protocol for Development, Approval, Revision & Rescindment of Permanent Memoranda

I. PURPOSE

Permanent Memoranda, as issued by the President in accordance with the Bylaws & Regulations of the Board of Supervisors, provide guidance and direction to all entities under the auspices of the University. Provisions of Permanent Memoranda are intended to carry out LSU's mission, align operational activities, support compliance with Federal and State laws, mitigate risk, and to provide an institutional framework for productive students, faculty, and staff. Permanent Memoranda are subordinate to Federal and State laws and regulations as well as the Bylaws & Regulations of the Board of Supervisors.

This protocol serves as a meta-policy for the creation of new Permanent Memoranda as well as for the revision or elimination of Permanent Memoranda. The provisions in this protocol are expressly intended to foster meaningful collaboration, thoughtful consideration, and thorough review and input from all LSU entities.

II. PROCEDURES

A. Standard Processes for Permanent Memoranda:

1. Creation of New or Revision of Existing Permanent Memoranda:

- a. Proposals for new Permanent Memoranda or revisions to existing Permanent Memoranda should be submitted initially to the Executive Vice President & Provost, who coordinates the Permanent Memoranda processes. Units or groups considering proposals for new or updated policy are encouraged to collaborate with stakeholders early in development of proposals.
- b. Content of Proposals:
 - i. Proposals for new Permanent Memoranda should include the text of the proposed change and the rationale for the change.
 - ii. Proposals for revision to Permanent Memoranda should include an edited version of the existing policy, a summary of the changes, and a rationale explaining why the change is in the best interest of the University.
- c. The Executive Vice President & Provost (or their designee) shall outline the proposed steps and timelines for completing reviews and consultations regarding Permanent Memoranda. Draft proposals and updates for Permanent

Memoranda will be circulated to The President's Leadership Council (See Article IV. Sec. 5 of the Bylaws of the Board of Supervisors) for consideration and comment. If the proposal is not unanimously supported, the Executive Vice President & Provost shall forward to the President the final proposal and comments about why there is not unanimity.

- d. The President has final authority regarding the ratification and promulgation of Permanent Memoranda. Once approved, the Executive Vice President will notify the chancellors and other administrators and will publish the policy,

2. Rescinding Permanent Memoranda:

- a. Proposals for rescinding Permanent Memoranda require a rationale explaining why the policy is no longer needed. Request for rescindment will follow the review process as outlined in Sec. II.A.1 of this protocol.

B. Immediate Presidential Directive

Permanent Memoranda are issued by the President under the authority provided in Article VIII and Article IX of the Bylaws of the Board of Supervisors. The President, under the authority of the Board of Supervisors, may at any time approve the creation, suspension, revision, or rescindment of University policy. Though unusual, certain circumstances may require immediate action for the well-being of the University community and to ensure necessary compliance.