

**306. Publication of Faculty, Personnel, or Other Handbooks or Manuals**

1. For the information, guidance, and convenience of the faculty, other employees, or other interested parties, the President of each institution may compile, publish, and distribute faculty, personnel, or other handbooks or manuals (herein called handbooks). These handbooks should serve as guides to the organization and operation of the University and may contain statements of University policy.
2. To the extent that the handbooks serve as a statement of University policy, they must accurately reflect the current and official organic law of the System and contain the following statement:

“Although this handbook intends to reflect currently any policies or rules of The Board of Trustees of The University of Alabama referred to or incorporated herein, users are cautioned that changes or additions to such policies or rules may have become effective since the publication of this material. In the event of such a conflict, the current statements of Board policy contained in the official minutes and manual of rules, bylaws, and guidelines shall prevail.”
3. It is recognized that the provisions of the handbooks may differ among the institutions in order to reflect appropriate and legitimate differences in organization and mission. However, consistency should be sought to the extent that such is practicable.
4. Because the handbooks may recite University or Board policy, they must be presented to the Chancellor for review and approval before implementation.
  - a. Draft documents shall be presented to the Chancellor for preliminary review.
  - b. In the request for approval, the institution must give specific assurance that the proposal is not inconsistent with Board Rules or Board policy.
  - c. Upon approval of the handbook, the Chancellor notifies the Board of Trustees.

(Adopted July 16, 1980 as Rule 151; amended September 16, 1981; amended and renumbered December 5, 1997.)