

**HU University-wide Institutional Policy Review Calendar**

#	Policy Title	Responsible	Initial Approval Date	Last Date Revised	Last Review	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
1.a	Developing and Establishing HU Policy and Procedures	Executive Office	10/4/2011	7/1/2019	1/11/2023	x			x			x
1.b	Governance Structure	Executive Office	12/14/2011	4/13/2022	1/11/2023	x			x			x
1.c	Records Management Policy	Information Technology	11/11/2011	1/13/2021	10/16/2024			x			x	
2.a	University Travel	Business Office	11/8/2016	2/17/2021	3/24/2025			x			x	
2.b	Identity Theft Prevention	Business Office	11/29/2011				x			x		
2.c	Grant Management	Business Office	5/10/2016	5/10/2016			x			x		
3.a	IT Appropriate Use	Information Technology	5/10/2016	1/13/2021	10/16/2024			x			x	
3.b	Data Security	Information Technology	5/10/2016	2/17/2021	10/16/2024			x			x	
3.c	Purchase Acquisition Use and Management of Computer Hardware and Software	Information Technology	5/10/2016	3/24/2025	3/24/2025			x			x	
3.d	Email	Information Technology	5/10/2016	5/7/2021	10/16/2024			x			x	
4.a	Equal Employment Opportunity Affirmative Action	Human Resources	12/12/2016	9/8/2015	4/9/2020		x			x		
4.b	Romantic Relationships Nepotism	Human Resources	9/13/2016	2/14/2012	4/9/2020		x			x		
4.e	Professional Development	Human Resources	8/20/2012	10/12/2021	10/16/2024			x			x	
4.f	Employee Tuition Waiver	Human Resources	10/11/2016	1/23/2025	1/23/2025			x			x	
4.g	Alcohol and Drug-Free Campus and Workplace	Human Resources	3/15/2016	1/11/2023	1/11/2023	x			x			x

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4.h	Anti Harassment - Anti Discrimination	Human Resources	9/8/2015	1/11/2023	1/11/2023	x			x			x
4.i	Smoking	Human Resources	2/11/2014	1/11/2023	1/11/2023	x			x			x
4.j	Telework Policy	Executive Office	5/12/2021	5/12/2021	5/21/2021		x			x		
4.k	Conflict of Interest (employee)	President's Office	10/26/2022					x			x	
5.a	Access and Accommodations (ADA-504) for Persons with Disabilities	Student Affairs and Human Resources	10/11/2016	10/14/2020	1/11/2023	x			x			x
5.b	Development of New Academic Programs	Academic Affairs	11/13/2012	10/16/2024	10/16/2024		x			x		
5.c	Heritage University Library	Academic Affairs	10/11/2016	10/16/2024	10/16/2024		x			x		
5.d	Intellectual Property	Academic Affairs	4/24/2012	4/24/2012			x			x		
5.e	Copyright Compliance	Academic Affairs	4/24/2012		10/16/2024			x			x	
5.f	Credit Hour Policy	Academic Affairs	12/10/2013	11/12/2013	10/16/2024			x			x	
5.g	Family Educational Rights and Privacy Act FERPA	Registrar's Office	10/8/2013	9/10/2013			x			x		
6.a	Use of University Name and Logo	Marketing Office	3/15/2016	10/14/2020	10/14/2020		x			x		
6.b	Communications Policy	Marketing Office	3/15/2016	10/14/2020	10/14/2020		x			x		
6.c	Media Relations	Marketing Office	3/15/2016	10/14/2020	10/12/2021			x			x	
6.d	Social Media Policy	Marketing Office	3/15/2016	1/23/2025	1/23/2025			x			x	
6.e	Website Policy	Marketing Office	5/10/2016	10/14/2020	1/11/2023	x			x			x
6.f	Fundraising	Advancement Office	5/10/2016	10/14/2020	10/14/2020		x			x		
6.g	Accepting Gifts for Heritage University	Advancement Office	5/10/2016	5/10/2016	10/16/2024			x			x	
6.h	Donor and Alumni Information	Advancement Office	5/12/2016	10/14/2020	1/11/2023	x			x			x

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6.i	Non-Solicitation Policy	Marketing Office	4/10/2019	4/10/2019	1/11/2023	x			x			x
6.j	Public Art Acceptance and Display Policy	Marketing Office	4/14/2021	4/14/2021	4/14/2021		x			x		
6.k	Facilities Naming Policy	Advancement Office	2/1/2018	3/10/2021	10/16/2024			x			x	
7.a	Campus Security	Campus Safety and Security	3/20/2015	2/17/2021	3/24/2025			x			x	
7.c	Campus Parking	Campus Safety and Security	3/10/2015	10/12/2021	3/24/2025			x			x	
7.d	After Hours Building Access	Physical Plant	3/10/2015	3/23/2022	3/24/2025			x			x	
7.e	Campus Closure Due to Inclement Weather	Executive Office	1/12/2016	5/14/2020	5/14/2020		x			x		
7.f	Building Usage and Rental	Business Office	3/10/2015	3/20/2023	3/20/2023	x			x			x
7.g	Emergency Plan	Executive Office	5/12/2015	2/17/2021	2/17/2021		x			x		
7.h	Possession and Use of Firearms on University Property	Executive Office	12/10/2013	2/17/2021	3/24/2025			x			x	
7.i	Vehicle Use Policy	Executive Office	3/20/2024		3/20/2024		x			x		