

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Policy Development/Review Guidelines

SRSU Policy ID: APM 2.00

Policy Reviewed by: Director of Administration

Approval Authority: Executive Cabinet

Approval Date: June 18, 2015

Next Review Date: June 18, 2020

I. General

Sul Ross State University is committed to developing and revising its policies to meet the demands of its operations. To this end, input from any member of the university is welcomed and considered. The Administrative Policy and Procedure Manual impacts all Sul Ross staff, faculty, and students by providing guidelines and communicating responsibilities, rights, or regulations developed for the University. The Faculty Handbook is used as an additional procedural tool and set of rules for faculty members.

II. Purpose

- A. The purpose of the Policy Development/Review Guidelines serves to outline the steps to be taken in developing and revising university policy and to provide a template for all policies.
- B. This policy provides:
 - 1. The steps to be taken in developing and approving new policies;
 - 2. A structure for regular reviews of university policies and procedures;
 - 3. A review of policies to ensure that divisional policies are consistent with other University policies and the policies of The Texas State University System, which govern in the event of a conflict.

III. Development of New Policy

- A. Any person within the university may suggest the need for a new policy to the appropriate divisional Executive Cabinet Member.
- B. If the appropriate division head concurs with the need, that officer will provide a draft policy and prepare a short rationale for the new policy. With the exception of Academic Policies, this proposed policy sequentially will be:
 - 1. Reviewed and approved by the respective Executive Cabinet Member to proceed with development;
 - 2. Reviewed by President and Executive Cabinet members for input to proceed with development;

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- a. As deemed necessary by EC: Reviewed and approved by the Vice Chancellor and General Counsel for The Texas State University System to proceed with final approval for adoption.
 4. Once finalized and adopted, the policy is posted online on the Administrative Policy and Procedure Manual webpage in the appropriate Chapter and communicated to the campus community.
- C. Any member of the Sul Ross community can suggest the need for a new academic policy. The proposed policy will be sequentially:
1. Assigned by the Provost and Executive Vice President for Academic Affairs to an individual or a subgroup to develop a draft policy to proceed with development;
 2. Reviewed by the University Academic Committee to proceed with development;
 3. Reviewed by the Provost and Vice President for Academic Affairs to proceed with development;
 4. Reviewed by President and Executive Cabinet members for input to proceed with development;
 - a. As needed: reviewed and approved by the Vice Chancellor and General Counsel for the Texas State University System to proceed with final approval from the President for adoption.
 6. Once finalized and adopted, it will be posted on the Administrative Policy and Procedure Manual webpage and/or Faculty Handbook in the appropriate sections.

IV. REVIEW OF EXISTING POLICIES

- A. Each policy will be subject to review at least every five years unless otherwise stipulated by the policy or a new need necessitates its review.
- B. Administrative Policies will be identified with the following information as a heading in the Administrative Policy and Procedures Manual:
 1. **SRSU Policy Name** – to establish an approved name of the policy
 2. **SRSU Policy ID** – to identify the policy numerically for the manual or handbook
 3. **Policy Reviewed by** – to establish an “owner” or “keeper” of the policy
 4. **Approval Authority** – to establish a record of the entity that has authority to approve
 5. **Approval Date** – for record keeping and future needs
 6. **Next Review Date** – to establish a timeframe for future reviews
- C. The review process will follow the same procedures as those for the creation of a new

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policy and may be added or deleted as needed without changing the review date.

- D. If a university policy conflicts with a system policy, the system policy will always prevail.