

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-25
Creating and Reviewing University Policies

1. GENERAL

Sam Houston State University is committed to developing and revising its policies to meet the demands of its mission. To this end, input from any member of the University is welcomed and considered.

2. PURPOSE

2.01 The purpose of this policy is to outline the steps to be taken in developing, revising, reviewing, and approving University policies.

2.02 This policy provides:

- a. The steps to be taken in developing and approving new policies;
- b. A structure for regular review of existing University policies and procedures;
- c. A review of policies to ensure divisional policies are consistent with other University policies and *The Texas State University System (TSUS) Rules and Regulations*, which govern in the event of a conflict .

3. DEVELOPMENT OF NEW POLICY

3.01 Any person within the University may suggest the need for a new policy to the appropriate divisional Vice President.

3.02 If the appropriate divisional Vice President or officer concurs with the need, that Vice President or 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:

- a. Reviewed and approved by the respective Vice President;
- b. The division Vice President initiating a new policy shares the language and rationale with other constituent groups (SGA, Faculty Senate, Staff Council), if appropriate;
- c. Reviewed and approved by the Vice Chancellor and General Counsel for The Texas State University System or designee;
- d. Sent to the President and President's Cabinet for final approval;

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e. Posted on the online Policy Manual.

3.03 Any member of the University community may, suggest the need for a new academic policy. The proposed policy will be sequentially:

a. Assigned by the Provost and Senior Vice President for Academic Affairs to an individual or a subgroup to develop a draft policy;

b. Reviewed by the Council of Academic Deans and the Faculty Senate;

c. Reviewed and approved by the Academic Affairs Council;

d. Reviewed and approved by the Provost and Senior Vice President for Academic Affairs;

e. Reviewed by the Vice Chancellor and General Counsel for The Texas State University System or designee;

f. Approved by the President and President's Cabinet;

g. Posted on the online Policy Manual.

4. REVIEW OF EXISTING POLICIES

4.01 Policies will be reviewed and updated periodically, but not less than every ten (10) years unless otherwise stipulated within the policy.

4.02 The review process follows the same procedures as those for the creation of a new policy.

5. CONFLICTS

5.01 If a University policy conflicts with the *TSUS Rules and Regulations*, state, or federal law, the preemptive or more restrictive authority prevails.

Reviewed by: J. Carlos Hernandez, CFO & Sr. VP of Finance and Operations

Date: March 2021

Approved by: President and Cabinet

Date: March 2021