

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 Development Procedures is to outline the steps to be taken in developing and revising university policy.

2.02 This policy provides:

- a. The steps to be taken in developing and approving new policies;
- b. A structure for regular reviews of university policies and procedures;
- c. A review of policies to make sure 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 .

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 officer 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:

- a. Reviewed and approved by the respective vice president;
- b. Shared with other vice presidents and the President for input.
- c. Reviewed and approved by the Vice Chancellor and General Counsel for The Texas State University System.
- d. Sent to the president for final approval.
- e. Posted on the online Policy Manual.

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- 3.03 Any member of the University community can suggest the need for a new academic policy. The proposed policy will be sequentially:
- a. Assigned by the Provost and 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 Policy Council.
 - d. Reviewed and approved by the Provost and Vice President for Academic Affairs
 - e. Reviewed by the Vice Chancellor and General Counsel for The Texas State University System.
 - f. Approved by the President
 - g. Posted on the online Policy Manual.

4. REVIEW OF EXISTING POLICIES

- 4.01 Each policy will be subject to review at least every ten years unless otherwise stipulated by the policy.
- 4.02 The review process will follow the same procedures as those for the creation of a new policy.
- 4.03 If a university policy conflicts with a system policy, the system policy will always prevail.

Approved by: President's Cabinet
Date: January 24, 2011

Reviewed by: Kathy Gilcrease, Chief of Staff
Date: October 2015