

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 or Senior Vice President. In order to ensure an efficient review process, the responsible divisional Vice President or Senior Vice President may establish timelines for each step in the process prior to submission to the Vice Chancellor and General Counsel for The Texas State University System or designee.

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 (President's Cabinet, SGA, Faculty Senate, Staff Council), if appropriate;

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- c. Reviewed and approved by the Vice Chancellor and General Counsel for The Texas State University System or designee;
 - d. Sent to the President's Cabinet for final approval;
 - e. Posted on the online Policy Manual.
- 3.03 Any member of the University community may suggest the need for a new academic policy. New academic policies and academic policy revisions follow the processes in APS 210216.

4. REVIEW OF EXISTING POLICIES

- 4.01 Policies will be reviewed and updated periodically, but not less than every five (5) 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: McCartney Johnson, Deputy to the President
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