

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Policy Development/Review Guidelines

SRSU Policy ID: APM 2.00

I. GENERAL

Sul Ross State University is committed to developing and revising its policies to meet the demands of its mission and reflect current best practices across the University. To this end, input from any member of the University is welcomed and considered

II. PURPOSE

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

B. This policy provides:

1. The steps to be taken in developing and approving new policies;
2. A structure for regular review of existing University policies and procedures;
3. A review of policies to ensure divisional policies are consistent with other University policies and The Texas State University System (TSUS) Rules and Regulation, 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 Vice-President

B. If the appropriate divisional Vice President or equivalent officer concurs with the need, that Vice President or equivalent 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 Vice President or equivalent Officer
2. The division Vice President initiating a new policy shares the language and rationale with other constituent groups (Student Government Association, Faculty Senate/Assembly, Staff Council), if appropriate;
3. Reviewed and approved by the President and Executive Committee;
4. Reviewed and approved by the Vice Chancellor and General Counsel for The Texas State University System or designee;

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5. Policy Manual updated online and communicated to the campus community by the respective Vice President or equivalent officer.

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

1. Assigned by the Provost to an individual or a subgroup to develop a draft policy;
2. Reviewed by the Faculty Assembly/Faculty Senate
3. Reviewed and approved by the Academic Deans;
4. Reviewed and approved by the Provost, President and Executive Committee;
5. Reviewed by the Vice Chancellor and General Counsel for TSUS or designee;
7. Policy Manual updated online and communicated to the campus community by the respective Vice President or equivalent officer

IV. REVIEW OF EXISTING POLICIES

A. Policies will be reviewed and updated periodically, but not less than every ~~ten (10)~~ five (5) years unless otherwise stipulated within the policy.

B. The review process follows the same procedure as those for the creation of a new policy.

V. CONFLICT

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

B. If conflicts are identified within the University Policy Manual the President may appoint a committee to remedy the conflict. If it is Academic policy, the Provost may appoint a committee to remedy the conflict.

1. The Conflict committee shall have no fewer than 3 but no more than 5 members.

2. Once a policy resolution is determined, the policy will follow stated approval process from section III.

Reviewed by: President's Office

Date: June 17, 2022

Approved: TBD

Future Review: 6/2027