

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: University Policy Development and Implementation

Regulation and Procedure Number: URP: 01.320

Policy Owner: Office of General Counsel

POLICY STATEMENT

The Texas Woman's University ("TWU") seeks to maintain policies and procedures in compliance with federal, state, and local laws and regulations. To that end, TWU sets forth a policy development process to ensure compliance and risk management with University policies. This Regulation and Procedure defines the official process for developing, reviewing, approving, publishing, and revising TWU University Regulations and Procedures ("URP") and administrative proposals for Regent Policy. The process reflected in this policy is intended to enhance operational efficiency, best practices, shared governance, compliance, and transparency in the development of URPs and Regent Policies.

APPLICABILITY

This policy is applicable to TWU Employees.

DEFINITIONS

1. "Employee" means any individual at TWU who is hired in a full-time, part-time, or temporary capacity in a faculty or staff position, or in a position where the individual is required to be a student as a condition of employment.
2. "Executive Policy Committee" means the committee comprised of the Chancellor and President, the Vice Presidents, the TWU Division Heads, the Office of General Counsel, and the University Policy Office.
3. "Faculty Senate" means the representative body of the faculty at TWU and a constituency, which provides input and recommendations to TWU Administration on academic and other matters relevant to the faculty and the University's mission.

4. “Policy Owner” means the Office of Vice President or TWU Division Head assigned responsibility for creating, developing, and implementing a policy, regulation, or procedure.
5. “Regent Policies” means the governing policies of TWU approved by the Board of Regents, consistent with the TWU mission and charter. Regent Policies serve as directives for the TWU Administration.
6. “Stakeholder” means any college, department, or constituency impacted by a policy, regulation, or procedure or any constituency with a specific expertise or role related to the policy, regulation, or procedure.
7. “University Policy Office” means the unit within the Office of General Counsel responsible for the strategic design and implementation of TWU’s policy management program.
8. “University Regulations and Procedures” (“URP”) means the administrative support for Regent Policies and provide clear guidance for how a Regent Policy is to be implemented by the TWU Administration. A URP may convey specific action steps in sequence and identify who is responsible for performing each step. Each URP should relate to a corresponding Regent Policy.
9. “TWU Administration” means the organizational structure of TWU that is overseen by the Chancellor and President and includes employees responsible for the management and coordination of programs and activities for TWU consistent with the mission, goals, priorities and policies approved by the TWU Board of Regents.

REGULATION AND PROCEDURE

I. University Policy Office

The University Policy Office maintains the TWU library of URPs and Regent Policies. The University Policy Office will work with Policy Owners to propose, identify, and discuss new and existing policies for possible inclusion in the policy development process.

II. Executive Policy Committee

- A. The Executive Policy Committee meets quarterly and is responsible for reviewing and discussing proposed new URPs and Regent Policies and proposed revisions to existing URPs and Regent Policies to determine

whether the proposals are consistent with the TWU mission and strategic plan.

- B. Policy Owners must provide information about proposed new URPs or Regent Policies or proposed revisions to existing URPs and Regent Policies to the Executive Policy Committee for review. The information provided to the Executive Policy Committee may include the following information:
 - 1. The scope of the proposed URP or Regent Policy;
 - 2. The objective of the proposed URP or Regent Policy;
 - 3. The rationale for the proposed URP or Regent Policy, including any associated risks;
 - 4. The proposed benchmarking to be done for at least three institutions of higher education as part of the development of a proposed URP or Regent Policy.
- III. Review, Approval, and Publication of University Regulations and Procedures and Regent Policies

The following steps must be followed in the review, approval, and publication of new URPs and Regent Policies, and in proposing revisions to existing URPs and Regent Policies:

- A. The Policy Owner or designee will prepare a draft of a proposed URP or Regent Policy or the proposed revisions to an existing URP or Regent Policy. The Policy Owner or designee may consult with relevant Stakeholders and subject matter experts for their review, comment, and revisions. The Policy Owner or designee shall submit the draft URP or Regent Policy to the University Policy Office for review and response.
 - 1. If a proposed URP or Regent Policy or the proposed revisions to an existing URP or Regent Policy involves an action within Academic Affairs, the Policy Owner, or designee, shall ensure the Faculty Senate has an opportunity to review the proposed URP or Regent Policy or the proposed revisions to an existing URP or Regent Policy prior to submitting the draft URP or Regent Policy to the University Policy Office.
- B. The University Policy Office shall review the draft URP or Regent Policy. This review is not meant to be substantive in nature. If there are no additional non-substantive revisions or comments, the University Policy Office will proceed to the next step in the process. If additional revisions are proposed, the University Policy Office shall submit the draft URP or Regent Policy to the Policy Owner or designee for review and response.

Upon review and approval of the additional revisions, the Policy Owner or designee will proceed with the next step in the process.

- C. The Office of General Counsel shall review the draft URP or Regent Policy. If there are no additional revisions or comments, the Office of General Counsel will proceed to the next step in the process. If additional revisions are proposed, the Office of General Counsel shall submit the draft URP or Regent Policy to the Policy Owner or designee for review and response. Upon review and approval of the additional revisions, the Policy Owner or designee will proceed with the next step in the process.
- D. The Vice President shall review the draft URP or Regent Policy. If there are no additional revisions or comments, the Vice President shall proceed to the next step in the process. If additional revisions are proposed, the Vice President shall submit the draft URP or Regent Policy to the appropriate University personnel for review and response. Upon review and approval of the additional revisions, the Vice President will proceed with the next step in the process.
- E. The Vice President shall present the draft URP or Regent Policy to Cabinet, the Chancellor's leadership team, for discussion. If additional revisions are proposed, the Vice President shall submit the draft URP or Regent Policy to the appropriate University personnel for review and response. Upon review and approval of the additional revisions, the University Policy Office will proceed with the next step in the process.
- F. The Chancellor and President shall review the draft URP or Regent Policy. If there are no additional revisions or comments, the Chancellor and President shall proceed to the next step in the process. If additional revisions are proposed, the Chancellor and President shall submit the draft URP or Regent Policy to the appropriate University personnel for review and response. Upon review and approval of the additional revisions, the Chancellor and President will proceed with the next step in the process.
- G. Approval by the Chancellor and President of a proposed or existing URP shall be considered the final approval of the URP.
- H. Upon review and approval by the Chancellor and President of a proposed or existing Regent Policy, the draft Regent Policy shall be submitted to the Board of Regents for final approval. Review and approval by the Board of Regents of a proposed or existing Regent Policy shall be considered the final approval of the Regent Policy.
- I. The University Policy Office shall publish the final approved URP or Regent Policy.

- J. New policies or revisions to policies that are not on the Executive Policy Committee's schedule for review may be published or revised upon coordination with the University Policy Office, as appropriate.

IV. Communication and Training

The responsible Policy Owner or designee shall communicate updated URPs and Regent Policies to all affected employees and students. Additionally, the Policy Owner or designee shall implement updated URPs and coordinate any training, in consultation with any appropriate office, as required by law, or as necessary to ensure compliance with the URP or Regent Policy.

V. Format

Each proposed URP and Regent Policy shall be submitted using the appropriate designated forms to ensure clarity and consistency among and between policies. Links to all designated and appropriate forms are provided below.

VI. Conflict

- A. Each URP must support a federal or state law or regulation or a Regent Policy. In the event of a conflict between a federal or state law or regulation and a Regent Policy or URP, federal and state law will govern a Regent Policy and URP. In the event of a conflict between a Regent Policy and URP, a Regent Policy will govern a URP.
- B. If federal or state law or regulation or a new or revised URP necessitates revisions to a Regent Policy, the Regent Policy will not be deemed effective until the Regent Policy has been revised and adopted by the Board of Regents. In the event of a conflict between a Regent Policy and any state or federal law or regulation, the state or federal law or regulation will govern, until the Regent Policy at issue is revised to bring it into compliance with the law or regulation at issue.
- C. If federal or state law or regulation or Regent Policy necessitates revisions to a URP, the URP will not be deemed effective until the URP has been revised and adopted by the Office of the Chancellor and President. In the event of a conflict between a URP and any state or federal law or regulation, the state or federal law or regulation will govern, until the URP at issue is revised to bring it into compliance with the law or regulation at issue.

REVIEW

Once published, URPs and Regent Policies will remain in effect until they are reviewed, replaced, updated, or deleted. The University Policy Office will work with each Policy Owner or designee to ensure that the document is reviewed at least once every six years, unless a more frequent review cycle is required by law. Interim review may be required

because of updates to updates of internal process or procedures and relevant law, guidance from regulatory agencies, or at the request of the Board of Regents.

REFERENCES

None

FORMS AND TOOLS

[TWU Regent Policy Guidelines and Instructions](#)

[TWU Regent Policy Template](#)

[TWU University Regulation and Procedure \(URP\) Guidelines and Instructions](#)

[TWU University Regulation and Procedure \(URP\) Template](#)

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