



## Angelo State University Operating Policy and Procedure

### **OP 02.04: Operating Policy and Procedure Manual for Angelo State University**

**DATE:** August 10, 2015

**PURPOSE:** The Angelo State University operating policy and procedure process has been developed to standardize university-wide policies and procedures and to provide a consistent and coherent method of defining university policies. The system is intended to:

- Ensure consistency among university-wide policies and procedures;
- Provide a university-wide process for developing policies and procedures;
- Outline a standard format for policies and procedures;
- Maintain a current and easily accessible online manual of all university-wide policies and procedures;
- Provide notification of policy and procedure changes to the university community;
- Facilitate continuity regardless of changes in personnel assignments;
- Ensure the periodic review and updating of all university-wide policies and procedures.

**REVIEW:** This Operating Policy/Procedure (OP) will be reviewed in June every three years, or as needed, by the provost and vice president for academic affairs (PVPAA) with recommended revisions forwarded through the vice presidents to the president by July 15.

### **POLICY/PROCEDURE**

#### **1. Authority**

*Section 02.04.2.j., Regents' Rules*

The Board of Regents of the Texas Tech University System has directed the president of Angelo State University, with the appropriate participation of staff, to “prepare and submit to the chancellor the operating policies, procedures, rules, and regulations for the governance of the component institution, provided that any policy, procedure, rule, or regulation in any such institutional operating manuals that is in conflict with any policy, procedure, rule, or regulation in the *Regents' Rules*, is null and void and has no effect.” When such operating policies, procedures, rules, and regulations have been approved by the Office of the Chancellor and the Board of Regents (if required), they shall thereafter constitute the operating manual for the university.

#### **2. Format**

Although substance is more important than style, new OPs sent to the office of the provost and vice president for academic affairs should be clear enough to reflect their intended

objective. All policies should follow the policy template instructions (Attachment A) and include an operating policy and procedure routing sheet (Attachment B).

All OPs for ASU will have the following three major sections:

- Purpose
  - Review
  - Policy/Procedure
- a. The *Purpose* section should provide a rationale for the policy/procedure. The rationale might be a reference to a legal requirement, a statement of the goal(s) that the OP is attempting to facilitate, or a description of the reason(s) for implementing the policy.
  - b. The *Review* section should state the positions of the individuals responsible for reviewing and approving the OP and the date the review takes place.
  - c. The *Policy/Procedure* section should explain the specifics (who, what, when, where, how, and why) of the policy/procedure.

### **3. Development of a New OP**

- a. Any department head or other appropriate administrator may initiate a new policy or procedure affecting her/his department or division by routing the proposed OP through appropriate administrative channels for evaluation and endorsement.
- b. The flow for the creation of a new OP is illustrated below:
  - (1) The department head or other appropriate administrator, in consultation with the next level administrator, develops the new OP.
  - (2) The OP, the routing sheet, and any forms referenced in the policy are forwarded to the appropriate vice president or designee for review.
  - (3) The draft of the new OP is sent to the office of the PVPAA through campus mail and via e-mail.
  - (4) The PVPAA reviews the policy. If there are questions, the PVPAA consults with the recommending vice president.
  - (5) A draft of the proposed policy is posted on the website for 5 working days for campus review and comment. Any suggestions will be considered. Policies mandated by the Texas Tech University System Board of Regents or any Texas governmental entity related to personnel or fiscal matters will not be subject to campus review.
  - (6) If the president has questions or concerns, the policy is returned to the PVPAA for resolution and resubmission to the president for final approval.
  - (7) If the policy requires Board of Regents' approval, the executive assistant/designee of the appropriate vice president prepares the Board motion for the president's executive assistant who includes the motion and policy in the Board agenda.

- (8) Upon final approval by the president and Board of Regents (if required), the office of the PVPAA places the new OP on the ASU website and notifies the university community. Prior to adding the policy to the website, the initiating department/division will be requested to add any required forms to the website.

#### **4. Review and Revision of an OP**

- a. To maintain an accurate and effective body of operating policies and procedures, it is necessary for all OPs to have a regular schedule of review and to be revised when necessary. Although unforeseen events or extenuating circumstances may preclude the review of an OP by its scheduled date, the reviewer(s) should make every effort to complete the review process in as timely a manner as possible. If significant changes have occurred in the subject matter contained in the OP, the revision needs to reflect those changes. If no revisions are needed at the time of the scheduled review, the reviewer(s) should notify the office of the PVPAA so that the OP can be reposted online with a current date.
- b. An OP may be revised at any time, if the need arises. The person recommending the revision should forward the proposed changes to the primary reviewer designated in the review section.
- c. The office of the PVPAA will notify the designated reviewer(s) when an OP is scheduled for review.
  - (1) The person(s) responsible for the review of an OP should indicate the changes, if any, on the OP and forward the OP to the office of the PVPAA for correction.
  - (2) After the office of the PVPAA makes the changes, the draft OP and the routing form will be returned to the reviewer for approval and signature. If no additional substantive changes are needed, the reviewer should forward the OP and routing form to the next person listed in the review section.
  - (3) Any department head or other appropriate administrator may suggest updating, revising, or discontinuing an OP by sending a written suggestion through appropriate administrative channels. Authorization to discontinue an OP must be submitted in writing to the office of the PVPAA by the appropriate administrator.
- d. OPs are reissued with a new date after they are reviewed and returned to the office of the PVPAA, even if no substantive changes have occurred.
- e. The office of the PVPAA will place the revised OP online and notify the university community of the revision. The office of the PVPAA will provide electronic notification of the revised OP to the contact person of the departments or divisions choosing to receive such notification.

#### **5. Policy versus Procedure**

For purposes of the OP manual, no distinction will be made between “policy” and “procedure” because most OPs contain both.

## 6. OP Manual

The complete ASU OP manual can be accessed online at <http://www.angelo.edu/opmanual>.

## 7. Higher Authorities

- a. ASU OPs are subordinate to higher authorities including federal law, rules, and regulations; state law, rules, and regulations; and policies, procedures, rules, and regulations of the TTUS Board of Regents. In accordance with Section 02.04.2.j, *Regents' Rules*, any policy, procedure, rule, or regulation in Angelo State University's operating policies and procedures manual that is in conflict with any policy, procedure, rule, or regulation in the *Regents' Rules*, is null and void and has no effect. Whenever any such conflict is detected, the Office of the Chancellor and the Office of the President immediately shall make such amendments to the operating policies and procedures manual as may be necessary to eliminate such conflict.
- b. University departments/divisions are responsible for having current OPs on the website. Should a conflict occur between policy and/or procedure of an OP and any other written or oral policy or procedure developed by any university department or division, the policy and/or procedure of the OP will prevail.

## 8. Disclaimer Statements

Angelo State University reserves the right to interpret, change, modify, amend or rescind any policy, in whole or in part, at any time without prior notice or consent of employees.

Policies published in the Operating Policy and Procedure Manual under Academic Policies-Faculty have other established approval requirements and are excluded from the procedures included in this policy. These policies will be submitted to the office of the PVPAA for inclusion on the website upon approval by the president.

**Note: There is no university policy requiring any department or division to maintain a paper copy of the Operating Policy and Procedure Manual.**

Attachment A: [Policy Template Instructions](#)

Attachment B: [Operating Policy and Procedure Routing Sheet](#)