



## MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: General Administration  
AREA: Administrative Guide

Number: MAP 01.A.01

### **SUBJECT: Administrative Policy Creation, Revision and Retirement Procedures**

#### **I. PURPOSE AND SCOPE**

This policy establishes guidelines for developing, approving, revising, publishing, and retiring all University of Houston- Clear Lake (UHCL) policies, known as Memorandum of Administration Policies (MAPs). UHCL administrative and business operations are subject to federal, State of Texas, University of Houston System Board of Regents, and University of Houston System policies and procedures. In construing policies, compliance with Board policy, SAMs, and higher legal authority is presumed to be intended.

UHCL vice presidents are responsible for promoting and enforcing the compliance of all MAPs within their area of oversight. Faculty, staff, and students are responsible for knowing, understanding, and complying with MAPs that relate to their position, employment, or enrollment at UHCL.

#### **II. POLICY INFORMATION**

This policy is intended to enhance operational efficiencies, best practices, shared governance, compliance, effective decision-making, and transparency with respect to the way UHCL policies are developed, maintained, and retired. For academic policies, please see UAAP -- 1.6.

- A. This policy is drafted in accordance with [University of Houston System Administrative Memorandum \("SAM"\) – 01.A.01](#).
- B. A master copy of the UHCL Memorandum of Policies (MAPs) shall be maintained by the Office of Compliance.
- C. The responsible party/SME is responsible for following the policy development and implementation process established by this policy, communicating their policies effectively, reviewing and updating their policies regularly, and monitoring their policies for compliance and effectiveness.

#### **III. DEFINITIONS**

- A. Board: The Board of Regents of the University of Houston System (UHS).
- B. Director, Office of Compliance: UHCL Compliance officer serving as the policy development facilitator whose responsibilities include:
1. chairing the Policy Advisory Committee (PAC),
  2. working with Subject Matter Experts (SMEs) to review and edit draft policies, addressing questions from the UHCL community regarding policy development, and otherwise managing the processing, dissemination, coordination of input from stakeholders, archiving and reviewing MAPs.
  3. Ensure correct policy formatting and proper signatures prior to publishing the new policy to the UHCL community via the UHCL website.
- C. Expedited Review: Updates to the MAPs, which will not warrant a full-review process. These reviews include Legal Requirements, Housekeeping Changes and Minor Changes.
- D. Full Review Process: The process set forth in Section five (5) for the review and processing of new MAPs and substantive changes to current MAPs.
- E. Housekeeping Change: A revision to a MAP that is clerical in nature and does not directly change meaning or intent of the policy. Housekeeping changes include references to supporting law or other policies, corrected formatting or typos, corrected titles, change of authority for the policy, updated contact or URL information, or very minor text changes for clarity.
- F. Policy: For the purposes of this document, UHCL defines a policy as a statement of institutional philosophy and a general statement of a rule, established to provide direction and assistance to the university community. Policies should be governing principles that have broad application or effect across the university.
- G. Policy Advisory Committee (PAC): A standing committee of UHCL representatives involved in the policy development process. The PAC is a shared governance advisory group comprised of the Director, Office of Compliance (who serves as its chair), four (4) faculty members appointed by the Faculty Council (one member from each college), one (1) Dean (appointed by the Provost), and staff designees from each of the following divisions/areas appointed by the respective VP in consultation with the University Staff Association:
1. Academic Affairs
  2. Administration and Finance

3. Student Affairs
4. Strategic Enrollment Management
5. University Advancement
6. Pearland Representative

\*The Chief of Staff and Policy Coordinator are ex-officio members of the PAC.

- H. Procedures: A statement that prescribes specific actions to be taken to conform to established policies, allowing for the orderly implementation of those policies. Procedures should articulate the process for accomplishing the parameters of the policy and might document a defined order, process, or course of action, thereby ensuring consistent and repetitive approaches to policy compliance.
- I. Responsible party(ies): The supervisor primarily responsible for the subject matter of the policy. Depending on the subject matter, a MAP may have more than one responsible party.
- J. Subject Matter Expert (SME): The individual(s) designated by the responsible party(ies) as the curator of the MAP and the first point of contact to answer policy questions. The SME is the employee(s) with working knowledge of the MAP and/or direct (or “hands on”) responsibility for the implementation of the policy.
- K. Substantive Change: A revision to a MAP that materially alters its meaning or intent.

#### **IV. AUTHORITY AND SCOPE**

- A. MAPs are intended to be governing principles that implement legal authority, Board or System policies, or establish uniform rules and procedures on matters of overall UHCL concern not addressed in Board policy or in a SAM. This policy does not apply to policies and procedures that, by their purpose and scope, apply only to a specific college or administrative unit within UHCL.
- B. Board policies and SAMs take precedence over MAPs. To the extent that a MAP conflicts with a Board policy or a SAM, the conflicting language shall be void and the MAP at issue will be retired or revised to bring it into compliance with the SAM. See [Board Policy 01.01.5](#) – University Policies.
- C. In the event of a conflict between a MAP and any law or regulation promulgated by a higher authority (e.g., federal or state law, regulation of an administrative body with oversight), the higher authority will govern, and the MAP at issue will be retired or revised to bring it into compliance with the law or regulation at issue.

D. In construing policies, compliance with Board policy, SAMs, and higher legal authority is presumed to be intended.

**V. POLICY DEVELOPMENT, REVIEW, APPROVAL, RETIREMENT AND ARCHIVING**

A. PAC Review and Assistance. As an integral part of the policy development process, both new MAPs and revisions to existing MAPs (other than those involving Legal Changes, Housekeeping Changes, and Interim Issuances) will be reviewed by the PAC. The PAC shall meet monthly, as needed, to address any policy needs of the university.

B. Legal Review. All new MAPs and changes to existing MAPs (except for Housekeeping Changes) must be reviewed and approved for legal sufficiency and clarity by the Office of General Counsel prior to adoption and shall be updated as necessary. The VP of the respective areas should submit the proposed/updated policy to the Office of General Counsel. After the Legal Review, the responsible party/SME should address any recommendations and then forward the draft to the PAC.

C. New Policies

1. Should a Responsible party determine a need to propose a new MAP, the Responsible party or their delegate shall consult with the PAC to determine if a MAP is the appropriate policy mechanism.

2. Responsible Party Proposals. For any new policy the responsible party must adhere to a full policy review:

a. For new policies, the SME shall:

- i. Develop the policy (consulting with SMEs and departments as needed).
- ii. Complete the Policy Coversheet.
- iii. Format the policy using the UHCL standard template.
- iv. Draft the policy in such a way to be understandable, concise, and easy to navigate.

b. Ensure that their respective Vice President has reviewed the new policy.

c. The VP shall submit the *draft* policy to the Office of General Counsel (OGC) for a Legal Review (including the redline version and summary of changes).

d. After OGC's review, submit the *draft* with OGC's recommendations to the PAC with the Policy Coversheet.

- i. The PAC shall review the *draft* and submit any proposed revisions or commentary to OGC for consideration and guidance.
- ii. Upon general consensus, the PAC will submit the *draft* to the Executive Leadership Team for their review.
- iii. Following the President's approval, the Office of Compliance will obtain the requisite signatures and post

the policy on the UHCL website and communicate the new policy to the UHCL community via a campus-wide policy alert.

- D. Revising Policies: Existing MAPs may be revised at the regular review period as specified in the policy or may be revised upon determination by the responsible party. The Responsible party or their delegate shall assume the responsibility of preparing draft revisions as a redlined version of the existing MAP as well as completing a Record of Change summary. For substantial updates, a full policy review is required:
1. Develop the policy (consulting with SMEs and departments as needed).
  2. Complete the Policy Coversheet.
  3. Format the policy using UHCL's standard template.
  4. Draft the policy in such a way to be understandable, concise, and easy to navigate.
  5. Ensure that their respective Vice President has reviewed the new policy
  6. The VP shall submit the *draft* policy to the Office of General Counsel (OGC) for a Legal Review (including the redline version and summary of changes).
  7. After OGC's review, submit the *draft* with OGC's recommendations to the PAC with the Policy Coversheet.
    - a. The PAC shall review the *draft* and submit any proposed revisions or commentary to OGC for consideration and guidance.
    - b. Upon general consensus, the PAC will submit the *draft* to the Executive Leadership Team for their review.
    - c. Following the President's approval, the Office of Compliance will obtain the requisite signatures and post the policy on the UHCL website and communicate the new policy to the UHCL community via a campus-wide policy alert.
- E. Policy Adoption. A MAP is adopted following completion of the actions below:
1. The responsible party and the appropriate Vice President recommend the policy.
  2. The Office of the General Counsel (OGC) approves the policy as legally sufficient.
  3. The President approves the policy. The MAP becomes effective upon the President's signature.
- F. Distribution and Publication. The Office of Compliance will distribute new policies and policy revisions via campus-wide email. New policies and policy revisions shall also be published electronically on the UHCL website and distributed as otherwise required by law. In addition, the responsible

party or their designees will determine if other effective methods for policy dissemination should be undertaken and if training should be conducted.

- G. Retirement of a Policy. A MAP is to be retired when it is no longer needed or is more effectively combined with or superseded by a board policy, SAM or another MAP. A MAP is considered retired upon documented approval by the Responsible Party/SME, the appropriate Vice President, the PAC, and the President. Upon retirement, the Director, Office of Compliance will remove the MAP from the UHCL website and archive it.
- H. Archiving. When a MAP is revised or retired, the Director, Office of Compliance will maintain the prior or retired version(s) in its electronic archives.

## **VI. EXPEDITED REVIEWS**

- A. Legal Requirements. Certain information within an official MAP may become obsolete or require revision due to changes in legislation or other higher authority (i.e., UH Board or UH System Policy). Additionally, legal authority may require the president to implement or approve certain policies to comply with federal or state law. These updates do not warrant a full review. The PAC will notify the responsible party/SME and work with the responsible party/SME and UHS Office of General Counsel to make the required updates or implement the new policy. The policy will be submitted to the appropriate VP and the President for approval.
- B. Minor Changes. If the responsible party/SME desires to make policy revisions incorporating minor or non-substantive changes that do not affect the purpose and meaning of the MAP, those updates can be made and submitted directly to the PAC for the President's approval.
- C. Housekeeping Changes. The Director, Office of Compliance, in consultation with the MAP's responsible party/SME, has the authority to make non-substantive, housekeeping changes to a MAP without the necessity of going through the full review process. The document will be submitted directly to the PAC for the President's approval.
- D. Interim Issuances. When a new MAP or revisions to an existing MAP are needed in a timeframe that does not allow for the full review process due to a regulatory, accreditation, or other pressing need, it can be proposed as an interim policy. Upon approval by the President, the interim policy will be returned to the Director, Office of Compliance for further processing. The interim policy must undergo the full review process within 12 months.



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[Texas Education Code § 111.35 – Bylaws; Rules; Regulations](#)

[University of Houston System Board of Regents Policy 01.01.5 – Component University Policies.](#)

[SAM 01.A.01 – Creating and Maintaining System Policies](#)

[MAPP 01.A.01 – UH MAPP – Creating and Maintain University Policies](#)