

INTRODUCTION and OVERVIEW

The University of Houston-Clear Lake (UHCL) is student centered, community-minded, partnership-oriented university that offers bachelor's, master's and select doctoral degree programs to enhance the educational, economic and cultural environment of the region. The university serves a diverse student population from the state, the nation and abroad, particularly from the Houston-Galveston metropolitan area, by offering programs on and off campus. UHCL offers a variety of programs in human sciences and humanities, education, business and science and engineering. Academic programs are designed to develop the critical thinking, creative, quantitative, leadership and communication skills of students.

The university is committed to community engagement through partnerships with educational institutions, businesses, government agencies and nonprofit organizations.

UHCL Mission Statement

The University of Houston-Clear Lake places its highest priority on serving a diverse body of students in every aspect of their university experience. UHCL's teacher scholars provide high quality, student-centered undergraduate and graduate programs that prepare students to thrive in a competitive workplace and to make meaningful contributions to their communities. UHCL fosters critical thinking and lifelong learning through a strong legacy of vibrant community partnerships complementing its historical focus on teaching, research, creative activity, and service.

Approved by University Council 12-10-09

Approved by UH System Board of Regents 2-16-10

Approved by Texas Higher Education Coordinating Board 4-29-10

Revised and approved by UH System Board of Regents May 16, 2019

UHCL Strategic Plan

<https://www.uhcl.edu/about/strategic-plan/>

Compliance Statement

The University of Houston Clear Lake is an Affirmative Action/Equal Opportunity employer. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, veteran status, or genetic information except where such distinction is required by law. Additionally, the university prohibits discrimination in all aspects of employment on the basis of sexual orientation, gender identity or gender expression.

This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. Furthermore, the University of Houston Clear Lake, in compliance with the Age Discrimination in Employment Act of 1967, Executive Orders 11246 and 11375, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, does not discriminate against any employees or applicants for employment on the basis of age or because they are disabled veterans or veterans of the Vietnam era. This non-discrimination policy covers admission, access, and treatment in programs and activities, and application for and treatment in employment. The University of Houston Clear Lake also complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals with disabilities.

Priority of Law, Regulations, Rules, and Policies

The University of Houston Clear Lake abides by all federal and Texas state laws and regulations, as well as University policy. As an institution of higher education, the University is dedicated to upholding the highest ethical standards. Consequently, University policies serve to provide guidance to foster a culture of ethics and compliance. Occasionally, some laws, policies, or regulations may appear to be at odds with one another. In those cases, the higher law/regulation/policy prevails.

Hierarchy of Legal Authority

Federal Law: The foundation for all federal law is the U.S. Constitution. Upon this foundation, there are a multitude of federal laws and regulations which define areas with which the University must comply.

State Law: Texas has its own state constitution. State laws and regulations cannot violate federal law or the Texas constitution. University policies must comply with all applicable state laws and regulations, in addition to federal law.

University Policy Hierarchy

Board of Regents (BOR) Bylaws and Policies: The University of Houston System Board of Regents is the governing body for the UH System and for each university within the system. BOR Bylaws and Policies, therefore, take precedence over other system or university policies.

<http://www.uhsystem.edu/board-of-regents/policies/index.php>

System Administrative Memoranda (SAMs): SAMs are intended to specify rules and regulations to implement Board policies, and/or to establish uniform rules, regulations and procedures on matters of overall System concern not addressed in Board policies.

<http://www.uh.edu/af/universityservices/policies/sam/>

UHCL Policies and Procedures (MAPPs and UAAPs): Memorandum of Administrative Policies (MAPs) are developed to ensure compliance and best practices with higher authority or directives. Additionally, MAPs may provide procedures for policies. Related, University Academic Affairs Policies (UAAPs) are those most directly applicable to the teaching and learning mission of the institution and include most policies whose responsibility for review, implementation, dissemination, and oversight are based in mission and functions of Academic Affairs. The following provides an overview of University and Academic Affairs policies in relation to College and Department authority.

SAMs

University MAPPs and UAAPs

College Authority

College Bylaws & Policies

College Guidelines and/or Procedures

Department Authority

Department Bylaws & Policies

Departmental Guidelines and/or Procedures

Additional information and access to UHCL Administrative Policies and Procedures can be accessed at <https://www.uhcl.edu/policies/>

Overview of the Faculty Handbook Organization

This 2022 edition of the Faculty Handbook has been reorganized based on recommendations provided by the Faculty Senate Governance Committee and approved through the UHCL Shared Governance

process. Specifically, the handbook includes links where applicable to policies in order for faculty to have access to the most current information. Additionally, the revisions to this handbook reflect a restructuring of the order of policies to reflect the evolution of faculty members' experiences and like policies are clustered in sections with appropriate headings. Consistent with the UHCL Policy on Academic Policy Development, some policies have been reformatted for consistency (ie: numbering).