Policy Statement

Policy

The University of Texas at Dallas Handbook of Operating Procedures (HOP) contains official policies and procedures for the governance of UT Dallas. The rules and regulations constituting the HOP must not conflict with any rule or regulation in the Regents' Rules and Regulations. Any HOP rule or regulation that is in conflict with any rule or regulation in the Regents' Rules and Regulations is null and void and has no effect. The President of The University of Texas at Dallas has the authority and responsibility to develop and administer the rules and regulations constituting the HOP. The President has designated the Policy Coordinator as the university official responsible for coordination of policy development and review. The development and review process will include an opportunity for faculty, staff, and student governance bodies to provide advisory input regarding proposed changes to policies that may impact the respective groups.

Scope

This policy applies to any significant change to the institution's HOP, including the addition or deletion of policies and procedures.

Purpose

The purpose of this policy is to set forth the procedure for amending the institution's HOP including obtaining input from faculty, staff, and student governance bodies that may be affected by changes in policies and procedures.

Definitions

1. Educational Policy: Sections of the HOP that pertain to the areas of faculty responsibility as set forth in Regents' Rules and Regulations, Rule 40101.
2. Governance of the institution: Consists of the policies and procedures except medical procedures or protocols, affecting the way the institution directs, administers or controls the institution. This includes policies and procedures:
   1. directing compliance with applicable state and federal laws and regulations, Regents' Rules and Regulations, and UT System policies and policies with System-wide application;
2. addressing or affecting the responsibility and/or authority of the various offices
   and bodies that make up the institution; and
3. addressing the relationships between administration, faculty, students, and
   staff and institutional values and/or goals.

3. HOP Committee: The Committee appointed by the President to review and make
   recommendations regarding the HOP to the President. The HOP committee
   membership includes the President or his or her designee, the Vice Presidents or their
   respective designees, the Faculty Senate Speaker, Staff Council President, Student
   Government Association President, the Policy Coordinator, and other individuals as
   appointed by the President.

4. Policy Coordinator: Person or office appointed by the institution’s President to ensure
   institutional compliance with this policy.

5. Responsible Executive: The President, or his or her designee, or Vice President, or his
   or her designee, who is responsible for the programmatic, functional or administrative
   areas addressed by the policy and procedure.

6. Significant change: A change that results in a substantive change in the rule including
   changes to essential principle(s), scope or application of the HOP policy or procedure.
   Editorial changes, changes to reflect institutional organizational changes, paragraph
   and outline numbering, and reference citations are not significant changes.

7. Stakeholder Review Plan: A plan for obtaining advisory input from faculty, staff, and
   student governance bodies that may be affected by changes in HOP policies and
   procedures.

Procedure

1. Designations and Responsibilities: The Policy Coordinator will chair the HOP
   Committee. The HOP Committee will review all HOP sections and for each section is
   responsible for designating a Responsible Executive; determining a periodic review
   schedule; designating, with the concurrence of the Faculty Senate, whether it pertains
   to the areas of faculty responsibility in educational policy formulation; and developing a
   Stakeholder Review Plan.

2. HOP Review Process
   1. Policies Not Related to Educational Matters
      1. A university office proposing a new HOP section will draft the policy, in
         correct HOP format, and prepare a statement of background and
         rationale for the new policy. (The Policy Coordinator will provide
         assistance upon request). A university office proposing a HOP
         amendment will prepare a draft in congressional style along with a
         statement of background and rationale for the amendment. The
         proposing office will route the documents through the appropriate
         Responsible Executive(s) or their designees.
      2. The Responsible Executive will submit the proposal to the Policy
         Coordinator who will distribute it to the HOP Committee. The HOP
         committee will confirm the appropriate Stakeholder Review Plan. The
         Stakeholder Review Plans for policies not related to educational
         matters requires review by all stakeholders within 30 calendar days.
      3. The Policy Coordinator will distribute the proposed HOP policy in
accordance with the Stakeholder Review Plans and timelines.

4. Advisory input from Stakeholders returned timely to the Policy Coordinator will be provided to the Responsible Executive for consideration.

5. The Responsible Executive will resubmit the proposed HOP policy with any incorporated changes to the HOP Committee.

6. Once a majority of the HOP committee has approved the proposed HOP policy, it will be submitted to the President for review and approval.

2. Educational Policy

1. New or amended Educational Policies will be reviewed in accordance with Procedure Section 2.a 1-6.

2. The Stakeholder Review Plan for Academic Affairs requires review by the Faculty Senate within 60 calendar days.

3. HOP Policies with No Significant Changes: Proposed changes to HOP sections that are not significant do not need to be approved in accordance with this policy or reviewed by the Executive Vice Chancellor or Vice Chancellor and General Counsel. The Policy Coordinator shall determine whether the change is significant.

3. Each policy in the HOP will be reviewed in accordance with the review schedule and timelines using the applicable process in Procedure Section 2.

4. After approval by the HOP Committee, the Policy Coordinator will submit the proposed HOP policy to the University Attorney and the President for review and approval. The submission should include any changes shown in congressional style and a brief background and rationale for the proposed policy.

5. The Policy Coordinator will notify the HOP Committee and Responsible Executive regarding the resolution of any comments received from the University Attorney and the President and make conforming changes as needed. Recommendations and comments from university attorneys are legal advice provided to university administration and are to be treated as privileged and confidential attorney-client communications.

6. The Policy Coordinator will notify the university community regarding approved HOP amendments by placing them in the HOP.

Authority/Related Policies

Regents’ Rules and Regulations, Rule 20201
Regents’ Rules and Regulations, Rule 10100
Regents’ Rules and Regulations, Rule 40101

Policy History

• Issued: 2008-10-03
• Revised: 2016-11-02
Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1056
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1056
- Link to printable version: http://policy.utdallas.edu/print/utdpp1056