OPERATING POLICY AND PROCEDURE MANUAL FOR TEXAS TECH UNIVERSITY

DATE: April 20, 2015

PURPOSE: The Texas Tech University operating policy and procedure system was 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 pattern 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; and
- Ensure the periodic review and updating of all university-wide policies and procedures.

REVIEW: This Operating Policy/Procedure (OP) will be reviewed in March of odd-numbered years by the director of the Office of Operating Policies and Procedures with substantive revisions forwarded to the senior vice provost.

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 Texas Tech University, with the appropriate participation of faculty and staff, to cause to be prepared and submitted to the Office of the Chancellor the operating policies, procedures, rules, and regulations for the governance of the university. When such operating policies, procedures, rules, and regulations have been approved by the Office of the Chancellor, they shall thereafter constitute the operating manuals for the university.

2. Format

   Although substance is more important than style, the format of new OPs sent to the Office of Operating Policies and Procedures should be clear enough to reflect its intended objective.

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

   - Purpose
   - Review
3. **Development of a New OP**

   a. Any area/department head or other appropriate administrator at Texas Tech University may propose a new policy or procedure affecting her/his area or department by routing the suggestion through administrative channels for evaluation and endorsement.

   b. The flow for the creation of a new OP is illustrated below:

   1. Area/department head or other appropriate administrator, in consultation with the next level administrator, develops the new OP.

   2. Next level administrator reviews and approves the proposed OP.

   3. Draft of new OP is sent to the OP Office through campus mail or via e-mail.

   4. OP Office assigns a number to the new OP and enters it into the standard OP format.

   5. The OP Office will present to the Faculty Senate for its review any new OP that affects faculty, including, but not limited to, any OP in Sections 32 or 70. Further changes to the draft OP, as allowed in sections 3.b.(8) through 3.b.(10), shall also be conveyed to the Faculty Senate for consideration. The Faculty Senate will respond with an acceptance, rejection, or with suggestions for changes before the OP is finalized.

   6. The OP Office will present to the Staff Senate for its review any new OP that affects staff, including, but not limited to, any OP in Section 70. Further changes to the draft OP, as allowed in sections 3.b.(8) through 3.b.(10), shall also be conveyed to the Staff Senate for review.

   7. The draft OP and an Approval Form (AF) are sent for approval to the persons listed in the review section.

   8. The reviewers should examine the draft OP carefully. Substantive changes should be noted, and the draft OP should be returned to the OP Office for correction.

   9. If no changes or only minor changes are needed, the reviewer should sign the AF and forward it and the draft OP to the next reviewer listed on the AF.

   10. OPs usually will be presented to an appropriate vice president, senior vice president, vice chancellor, the provost and senior vice president, or the president for final review.
and approval. The appropriate administrator indicates final approval of the OP by signing the AF and returning it and the draft OP to the OP Office.

(11) The OP Office will place the new OP online and notify the university community via TechAnnounce. The OP Office will provide electronic notification of the new OP to the contact person of areas, departments, or units choosing to receive such notification.

**Note:** There is no university policy requiring any area, department, or unit to maintain a copy of the Operating Policies and Procedures Manual.

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 OP Office so that the OP can be re-posted 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, who will then forward the revisions to the OP Office.

c. The OP Office will notify the designated reviewer(s) when an OP is scheduled for review and provide a copy of the OP via e-mail.

(1) The person(s) responsible for the review of an OP should indicate the changes, if any, on the OP and forward it to the OP Office for correction.

The Faculty Senate will be notified by the OP Office whenever the wording of an OP affecting faculty is being revised. This includes, but is not limited to, the tenure policy, the grievance policy, and other OPs in Sections 32 and 70. Notification entails presenting wording of the revisions themselves to the Faculty Senate with enough time for their consideration and deliberation. If an OP is to be revised in the summer, then the Faculty Senate president shall be notified of the proposed revisions with enough time to convene an ad hoc committee to consider and deliberate. The Faculty Senate, or a group representing the Faculty Senate, will respond to the revision with an acceptance, a rejection, or suggestions for changes in the revisions before they are finalized and implemented.

The Staff Senate will be notified by the OP Office whenever the wording of an OP affecting staff is being revised. This includes, but is not limited to, OPs in Section 70.

(2) After the OP Office makes the changes, the draft OP and an AF will be returned to the reviewer for approval and signature. If no additional **substantive** changes are needed, the reviewer should forward the OP and AF to the next person listed in the review section.

(3) Any department head 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 OP Office by the appropriate administrator. This authorization may be submitted via email.

d. OPs are reissued with a new date after they are reviewed and returned to the OP Office, even if no substantive changes have occurred.

e. The OP Office will place the revised OP online and notify the university community of the revision. The OP Office will provide electronic notification of the revised OP to the contact person of areas, departments, or units choosing to receive such notification.

5. **Policy versus Procedure**

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

6. **OP Manuals**

The complete TTU OP manual can be accessed online at [http://www.depts.ttu.edu/opmanual](http://www.depts.ttu.edu/opmanual).

TTU OP manuals are also available in the reference section of the University Library and in the School of Law Library.

7. **Higher Authorities**

a. TTU 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 TTU Board of Regents. In accordance with § 02.04.2.j, *Regents’ Rules*, any policy, procedure, rule, or regulation in Texas Tech University’s Operating Policy and Procedure 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 Policy and Procedure Manual as may be necessary to eliminate such conflict.

b. 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 area/department, the policy and/or procedure of the OP will prevail.