

[Revised and posted 5/10/07]

Operating Policy and Procedure

OP 10.01: Operating Policy and Procedure Manual for Texas Tech University

DATE: May 10, 2007

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 recommended revisions forwarded to the senior vice provost for academic affairs and the provost/senior vice president for academic affairs by April 15.

POLICY/PROCEDURE

1. Authority

Section 02.04.2.i, *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 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

☐ 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 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 draft OP and a *Routing and Approval Form* (RAF) are sent for approval to the persons listed in the review section.

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.

(7) If no changes or only minor changes are needed, the reviewer should sign the RAF and forward it and the draft OP to the next reviewer listed on the RAF.

(8) OPs usually will be presented to an appropriate vice president, senior vice president, vice chancellor, the provost/senior vice president for academic affairs, or the president for final review and approval. The appropriate administrator indicates final approval of the OP by signing the RAF and returning it and the draft OP to the OP Office.

(9) 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 those areas, departments, or units choosing to maintain a paper copy of the OP manual.

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

4. 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.

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 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 on the OP and forward it to the OP Office for correction.

The Faculty Senate will be notified 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 categories 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.

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

(3) Any department head may suggest updating, revising, or deleting an OP by sending a written suggestion through appropriate administrative channels. Authorization to delete an OP must be submitted in writing to the OP Office by the appropriate administrator.

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 those areas, departments, or units choosing to maintain a paper copy of the OP manual.

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>.

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

7. Higher Authorities

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.i, *Regents' Rules*, any policy, procedure, rule, May 10, 2007 Page 4 OP 10.01

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.
