

**Sam Houston State University**  
**A Member of The Texas State University System**

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**Creating and Reviewing University Policies**

1. GENERAL

Sam Houston State University is committed to developing and revising its policies to meet the demands of its mission. To this end, input from any member of the University is welcomed and considered.

2. PURPOSE

2.01 The purpose of this policy is to outline the steps to be taken in developing, revising, reviewing, and approving University policies.

2.02 This policy provides:

- a. The steps to be taken in developing and approving new policies;
- b. A structure for regular review of existing University policies and procedures;
- c. A review of policies to ensure divisional policies are consistent with other University policies and *The Texas State University System (TSUS) Rules and Regulations*, which govern in the event of a conflict

3. DEVELOPMENT OF NEW POLICY

3.01 Any person within the University may suggest the need for a new policy to the appropriate divisional Vice President or Senior Vice President. In order to ensure an efficient review process, the responsible divisional Vice President or Senior Vice President may establish timelines for each step in the process prior to submission to the Vice Chancellor and General Counsel for The Texas State University System or designee.

3.02 If the appropriate divisional Vice President or officer concurs with the need, that Vice President or officer will provide a draft policy and prepare a short rationale for the new policy. With the exception of Academic Policies, this proposed policy sequentially will be:

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