

UNIVERSITY *of* HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: General Information
AREA: University Policy

Number: 01.01.02

SUBJECT: University Coordinating Commission
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I. PURPOSE AND SCOPE

The goal of the University Coordinating Commission (UCC) is to provide a vetting process that facilitates transparency and discussion across the university community during the formulation of new or modified policies with policy implications prior to their approval.

These policies may include but are not limited to administrative and academic policies as well as recommendations from task forces, councils, committees, commissions, administrators, and other units on campus. The UCC will also review procedures which functionally are policies and will adapt the submission accordingly.

The purpose of the UCC is to ensure that the implementation of such proposed policies has been reviewed by the appropriate governance bodies so that there will be no unforeseen or inadvertent consequences.

II. POLICY

All new or modified policies and MAPPs are subject to review by the UCC.

III. DEFINITIONS

- A. Policy: A broadly stated guideline for actions and decisions; any governing document which describes a principle or plan; a general statement supporting university operations, rules, regulations and use; the basis for procedures, but not a detailed course of action; or a statement in accordance with the purpose and legal structure of the university.
- B. Procedure with policy implications: Any procedure that impacts and/or creates policy in a meaningful way.

IV. COMMISSION MEMBERSHIP

- A. The membership of the UCC will consist of representatives from governance groups throughout the University, including the following individuals:
 - 1. The Faculty Senate's
 - a. President
 - b. President-elect

- c. Chair of the Faculty Governance Committee
 - 2. Chair of the Research Council
 - 3. Chair of the Graduate and Professional Studies Council
 - 4. Chair of the Undergraduate Council
 - 5. President of the Staff Council
 - 6. One member selected by the Provost
 - 7. One Dean selected by the Deans' Council
 - 8. President of the Student Government Association.
- B. In addition, one staff person shall be provided by the administration to support the activities of the UCC. This person shall operate with the Faculty Senate staff.
- C. Members serve one-year terms on the UCC, with the option of reappointment.
- D. The UCC will be chaired by the President-Elect of the Faculty Senate.

V. PROCEDURES

- A. A frequent call for proposals is issued to all councils, administrators, and campus organizations.
- B. Receipt notices are sent for submitted proposals.
- C. Submitted proposals are reviewed monthly in terms of:
 - 1. Whether they are policies or procedures,
 - 2. What campus groups and individuals have already reviewed the proposals,
 - 3. What campus groups and individuals should review the proposals, and
 - 4. Whether additional information is needed before the UCC can make a decision to certify.
- D. A notification message of a proposed policy is sent to all relevant campus groups, with instructions to respond to the proposed policy within thirty days.
- E. All communications from relevant campus groups and individuals are logged into a tracking form that will be available on the UCC website (www.uh.edu/ucc). All comments will be returned to the originator for review and possible action.
- F. When requested by the originator, the Chair may expedite proposed policy reviews, if sufficient evidence is provided that all relevant groups and individuals have had the opportunity to see the proposal. If a change is required by law, the change will be made and then sent through the UCC process for further review and verification.
- G. Certification letters are sent to the University President and Provost with a copy to groups or individuals submitting proposed policies.

H. A status report is issued to members at the monthly meeting of the UCC.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President responsible for implementing and monitoring policy

Review: Review schedule

VII. APPROVAL

Vice President responsible for oversight of policy

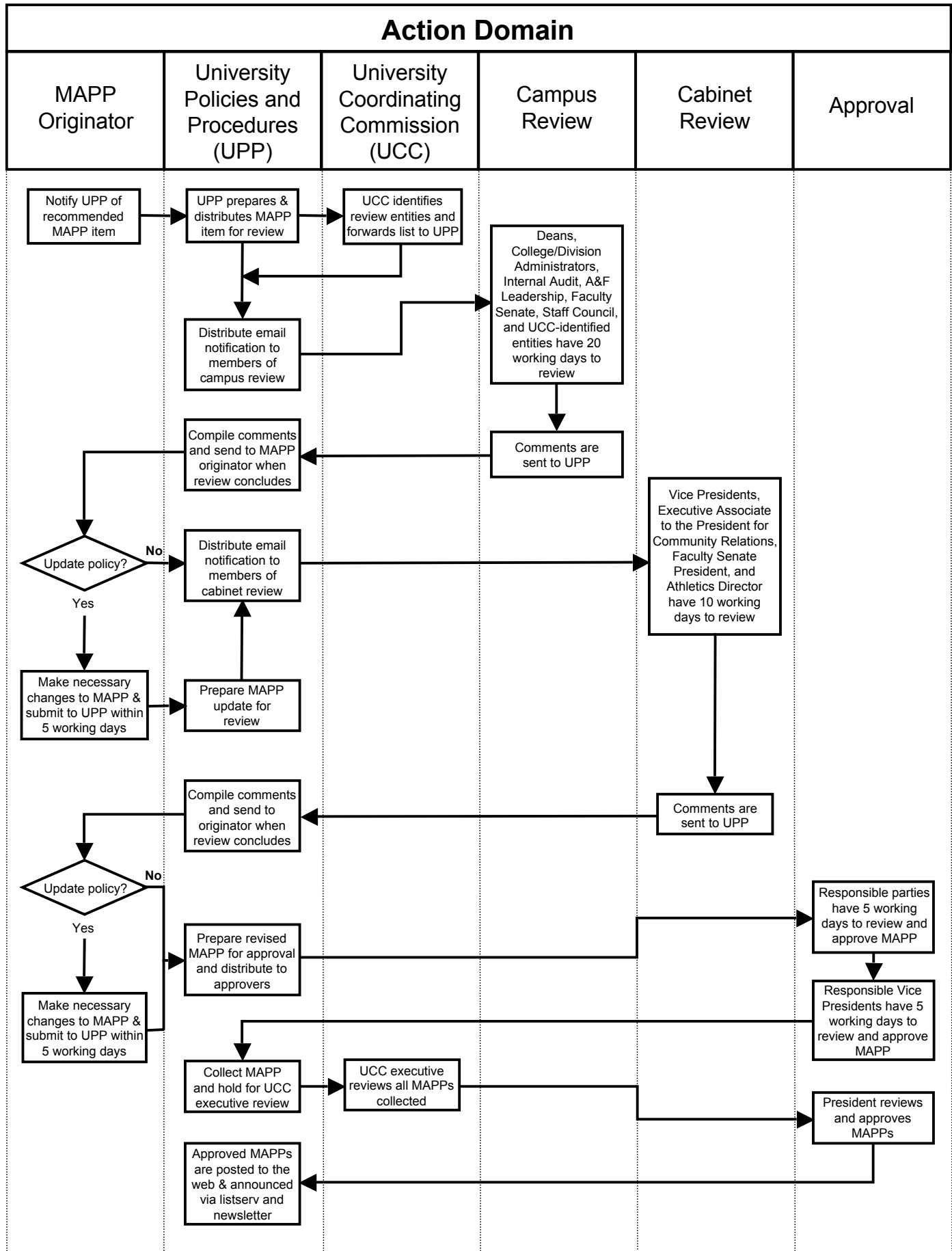
President

Date of President's Approval: _____

VIII. REFERENCES

A list of related documents and indexing terms. UH MAPP approval flowchart and UH policy/procedure approval flowchart.

UH MAPP Approval Flowchart



UH Policy/Procedure Approval Flowchart

