

**THE TEXAS A&M UNIVERSITY SYSTEM
HEALTH SCIENCE CENTER RULES**

**12.01.99.Z1 Procedures for Modifying Internal Policies Related to
Faculty Academic Issues**

Approved February 21, 2000

Revised August 26, 2003

Revised January 15, 2004

Revised June 26, 2008

Supplements System Policy 12.01

1. GOVERNANCE

The Texas A&M University System Health Science Center (HSC) has developed and approved Internal Policy statements governing various faculty academic issues such as appointment, promotion, tenure, academic freedom, ethics, etc. The intent of these Internal Policies is to establish a spirit of cooperation, good faith, responsibility, and to provide useful guidelines for situations not specifically described in the present document. The text of these Internal Policies can be found on the HSC Rules and Policies website.

2. MODIFICATIONS

The following steps are required in order to modify any Internal Policies related to faculty academic issues:

- 2.1 Recommendations for changes to the Internal Policy may originate with any HSC Executive Committee member or faculty standing committee.
- 2.2 Proposed changes to the Internal Policy will be submitted to the Faculty Senate for review.
- 2.3 The Faculty Senate will make recommendations regarding the proposed changes and submit them to the Vice President for Academic Affairs who will then submit a recommendation to the HSC Executive Committee for review and comment.
- 2.4 Recommendations are then forwarded to the HSC Compliance Officer for formatting and numbering, and to ensure compliance with existing law, regulations, policies, and rules. When appropriate, the HSC Compliance Officer will forward the Internal Policy to the Office of General Counsel for review and

comment. The formatted version of the Internal Policy will then be returned to the Executive Committee member for recommendation to the Executive Committee.

- 2.5 The Executive Committee shall make the final consideration with recommendation for approval or disapproval. The President has final approval authority except when approval is required by the Chancellor or the Board of Regents.
- 2.6 The HSC Compliance Officer will publish the new or revised Internal Policy and provide HSC-wide distribution as appropriate.

OFFICE OF RESPONSIBILITY

Vice President for Academic Affairs