2.1 System and Other Authority

The University of Texas at El Paso is governed by the Rules and Regulations of the Board of Regents of The University of Texas System for the Government of The University of Texas System and by this Handbook of Operating Procedures. The University is also subject to all applicable federal and state laws and regulations.

In addition, The University of Texas at El Paso is subject to the minute orders of the Board of Regents and administrative policies and directives issued by appropriate officials of The University of Texas System. Further, certain authority and responsibility for the institution is held by the Texas Higher Education Coordinating Board, as specified by the laws of the State of Texas.

In the remainder of this document, the Rules and Regulations of the Board of Regents for the Government of The University of Texas System shall be designated "Regents' Rules and Regulations."

2.2 Proposals for Changes in University System Policies and Procedures

2.2.1 Participation in College Affairs

Any member of the faculty desiring to present a proposal for a change in policies or procedures of The University of Texas System may do so by presenting the proposal in writing to the President of the Faculty Senate one month before a regularly scheduled meeting of the Senate. The Senate President shall distribute copies of such a proposed change to the members of the Senate at least one week before the meeting at which it is to be considered. The Faculty Senate may refer the issue to one of the standing committees or to an ad hoc committee for study. The President of the Senate will communicate to the University President the substance of the proposed change and indicate whether the Senate's recommendation is favorable or unfavorable. In no event shall the Faculty Senate withhold its favorable or unfavorable recommendation on such a proposal beyond three regularly scheduled meetings.
2.2.2 Participation in Department Affairs

Nothing stated in Section 2.2.1 shall be construed as denying any member of the faculty direct access to the President of the University, subject only to the ordinary considerations of operation in the President's Office.

2.3 The Handbook of Operating Procedures

2.3.1 Status as Rules and Regulations for Governance of the Institution

Regents' Rules and Regulations, Rule 20201, Part 2, Subsection 4.9, requires that the Chief Administrative Officer of each component institution cause to be prepared and submitted to the Office of the Chancellor the rules and regulations for the governance of that institution. Upon approval by the U.T. System, those rules and regulations constitute this Handbook of Operating Procedures for the institution.

No provision of this Handbook may conflict with the Regents' Rules and Regulations. Should such conflict occur, the rule or regulation in this Handbook is void and has no effect. When any such conflict is detected, the President shall immediately initiate procedures to change this Handbook to eliminate the conflict.

2.3.2 Distribution

The President of The University of Texas at El Paso shall cause this Handbook of Operating Procedures and approved amendments to be available to all administrative offices in the University and to appropriate offices of The University of Texas System through electronic distribution, which is also available to the general public. The Office of the Vice President for Business Affairs shall be responsible for maintaining and updating this Handbook, insuring its availability electronically on the Internet at http://admin.utep.edu/hoop/. As promptly as possible after an amendment has been approved in accordance with Regents’ Rules and Regulations, the revised version shall be posted electronically, and a permanent record of all such amendments shall be maintained by the Office of the Vice President for Business Affairs.

2.3.3 Amendments Approval Process

2.3.3.1 Policy

The University of Texas at El Paso Handbook of Operating Procedures (HOP) contains official policies and procedures for the governance of UT El Paso. The rules and regulations constituting the HOP must not conflict with any rule or regulation in the Regents’ Rules and Regulations. Any HOP rule or regulation that is in conflict with any rule or regulation in the Regents’ Rules and Regulations is null and void and has no effect.
The President of The University of Texas at El Paso has the authority and responsibility to prepare and submit to the appropriate Executive Vice Chancellor and the Vice Chancellor and General Counsel for approval, the rules and regulations constituting the HOP. The President has designated the Vice President for Business Affairs as the university office responsible for coordination of policy development and review. The development and review process will include an opportunity for faculty, staff and student governance bodies to provide advisory input regarding proposed changes to policies that may impact the respective groups.

2.3.3.2 Scope

This policy applies to any significant change to the institution’s HOP, including the addition or deletion of policies and procedures.

2.3.3.3 Purpose

The purpose of this policy is to set forth the procedure for amending the institution’s HOP including obtaining input from faculty, staff and student governance bodies that may be affected by changes in policies and procedures.

2.3.3.4 Definitions

2.3.3.4.1 Educational Policy: Sections of the HOP that pertain to the areas of faculty responsibility as set forth in Regents’ Rules and Regulations, Rule 40101.

2.3.3.4.2 Governance of the institution: Consists of the policies and procedures except medical procedures or protocols, affecting the way the institution directs, administers or controls the institution. This includes policies and procedures:

(a) directing compliance with applicable state and federal laws and regulations, Regents’ Rules and Regulations, and UT System policies and policies with System-wide application;

(b) addressing or affecting the responsibility and/or authority of the various offices and bodies that make up the institution; and

(c) addressing the relationships between administration, faculty, students, and staff and institutional values and/or goals.
2.3.3.4.3 **HOP Stakeholders**: The individuals appointed by the President to review and make recommendations regarding the HOP to the President. The HOP stakeholders include the President or his or her designee, the Vice Presidents or their respective designees, the Faculty Senate President, Staff Council Chair, Student Government Association President, the Policy Coordinator and other individuals, as appointed by the President.

2.3.3.4.4 **Policy Coordinator**: The Vice President of Business Affairs, or his/her designee, to ensure institutional compliance with this policy.

2.3.3.4.5 **Responsible Executive**: The President, or his or her designee, or Vice President, or his or her designee, who is responsible for the programmatic, functional or administrative areas addressed by the policy and procedure.

2.3.3.4.6 **Significant change**: A change that results in a substantive change in the rule including changes to essential principle(s), scope or application of the HOP policy or procedure. Editorial changes, changes to reflect institutional organizational changes, paragraph and outline numbering, and reference citations are not significant changes.

2.3.3.4.7 **Stakeholder Review Plan**: A plan for obtaining advisory input from faculty, staff and student governance bodies that may be affected by changes in HOP policies and procedures.

2.3.3.5 **Procedure**

2.3.3.5.1 **Designations and Responsibilities.**

The Policy Coordinator will be responsible for coordinating with the HOP Stakeholders and have administrative oversight with regard to policy development and review. The HOP Stakeholders will: review all HOP sections and for each section is responsible for designating a Responsible Executive; determine a periodic review schedule; designate whether HOP Sections pertain to the areas of faculty responsibility in educational policy formulation; and develop a Stakeholder Review Plan.

2.3.3.5.2 **HOP Review Process.**

(a) Policies Not Related to Educational Matters

(1) A university office proposing a new HOP section will draft the policy, in correct HOP format and prepare a statement of background and rationale for the new policy. (The Policy Coordinator will provide assistance upon request). A university office proposing a HOP amendment will prepare a draft in
congressional style along with a statement of background and rationale for the amendment. The proposing office will route the documents through the appropriate dean, director, or administrative equivalent to the Responsible Executive.

(2) The Responsible Executive will submit the proposal to the Policy Coordinator who will distribute it to the HOP Stakeholders for review and approval. The HOP Stakeholders will confirm the Stakeholder Review Plan and develop a stakeholder review timeline that takes into consideration the best interests of the institution regarding timely implementation of the proposed HOP policy including, but not limited to, legal or otherwise mandated deadlines for policy implementation.

(3) The Policy Coordinator will distribute the proposed HOP policy in accordance with the Stakeholder Review Plan and timelines.

(4) Advisory input from Stakeholders returned timely to the Policy Coordinator will be provided to the Responsible Executive for consideration.

(5) The Responsible Executive will resubmit the proposed HOP policy with any incorporated changes to the HOP Stakeholders.

(6) Once a majority of the HOP Stakeholders has approved the proposed HOP policy, it will be submitted to the President for review and approval.

(b) Educational Policy

(1) New or amended Educational Policy will be reviewed in accordance with Section 2.3.3.5.2(a)(1)-(6).

(2) The Stakeholder Review Plan must include review by the faculty governance body.

(3) The faculty governance review timeline will be reasonable (60 calendar days or less).

(c) HOP Policies with No Significant Changes

Proposed changes to HOP sections that are not significant do not need to be approved in accordance with this policy or reviewed by the Executive Vice Chancellor or Vice Chancellor and General
Counsel. The Policy Coordinator shall determine whether the change is significant.

2.3.3.5.3 Each policy in the HOP will be reviewed in accordance with the review schedule and timelines using the applicable process in Section 2.3.3.5.2.

2.3.3.5.4 After approval by the President, the Policy Coordinator will submit the proposed HOP policy to the appropriate UT System Executive Vice Chancellor and the Vice Chancellor and General Counsel for review and approval. The submission should include any changes shown in congressional style and a brief background and rational for the proposed policy.

2.3.3.5.5 The Policy Coordinator will notify the HOP Stakeholders and Responsible Executive regarding the resolution of any comments received from UT System and make conforming changes as needed. Recommendations and comments from university attorneys are legal advice provided to university administration and are to be treated as privileged and confidential attorney-client communications.

2.3.3.5.6 The Policy Coordinator will notify the university community regarding approved HOP amendments by placing them in the HOP.

2.3.4 Interpretation

The President of The University of Texas at El Paso shall have the ultimate authority to interpret the meaning of the provisions contained in this Handbook of Operating Procedures, and may seek advice from the University of Texas System Office of Academic Affairs or the Office of General Counsel on questions of jurisdiction and interpretation.

2.4 Other Documents Pertaining to Governance, Policy, and Information

2.4.1 Rules and Regulations of the Board of Regents of the University of Texas System

Rules and Regulations of the Board of Regents of the University of Texas System


2.4.2 The Catalog

The current edition of The University of Texas at El Paso Catalog is an official publication of the University approved by the U.T. System and the Board of Regents. Various sections of the Catalog may be issued separately, and new editions are issued as appropriate.

The Catalog contains general information about the University as well as information on admission, financial aid, tuition and fees, academic regulations, degree programs, degree plans
and credit and non-credit courses, and student services. Copies shall be made available to new students, to all faculty, and to all administrative offices.

2.4.3 Procedural Manuals, Local Directives and Bulletins

Upon approval of the President, other policy or procedural manuals, directives and bulletins which announce, describe, interpret or explain University policy and administrative procedures will be issued for guidance of officers, faculty, staff, and students in the conduct of University business.

Such publications shall be consistent with the Regents’ Rules and Regulations and this Handbook of Operating Procedures and shall not amend, modify, or substitute for the official Regents’ Rules and Regulations of The University of Texas System or this Handbook of Operating Procedures of The University of Texas at El Paso.

These publications may include but are not limited to the following:

2.4.3.1 Administrative Manuals--The Office of the Vice President for Business Affairs shall cause to be prepared official manuals of administrative procedures for departmental chairmen, directors, and other supervisory administrative personnel. Administrative Manuals shall be available at: https://www.utep.edu/vpba/business-process-guidelines/index.html.

2.4.3.2 Informational Manuals or Handbooks-- Each divisional Vice President may cause to be prepared informational manuals or handbooks which interpret or explain policies and procedures in practical terms to facilitate the conduct of University business by specific segments of the University Community. These publications shall not amend, modify or substitute for official rules and regulations of the UT System or the University. Publications may include but are not limited to:

a. Faculty Manual—a reference to policies, administrative procedures and services for faculty and academic administrators prepared by the Office of the Vice President for Academic Affairs/Provost. The Faculty Welfare Committee of the Faculty Senate may advise the Vice President for Academic Affairs concerning the preparation and revision of the Faculty Manual.

b. Student Handbook -- a reference to policies, administrative procedures and services for students and those faculty and staff members who advise students prepared by the Office of the Vice President for Student Affairs.
c. Research Manual -- a reference to policies, administrative procedures and services pertaining to the procurement and conduct of research grants, contracts or other sponsored activities and the administration of intellectual property for faculty or staff prepared by the Office of Research and Sponsored Projects

d. Staff Handbook -- a reference to policies, administrative procedures, services and benefits for staff employees and administrative supervisors prepared by the Office of Human Resource Services under the direction of the Vice President for Business Affairs.

2.4.3.3 Bulletins, Newsletters and Policy Memorandums may be issued to remind the University community of existing policy or procedures or to announce new or revised policy or procedures to be subsequently incorporated into the Regents’ Rules and Regulations, this Handbook of Operating Procedures or Procedural Manuals as appropriate. Such announcements of new or revised policy or procedure are effective immediately upon publication and distribution by printed or electronic means.