Process for New or Changes to the UHCC Academic Policies

Step 1:
Proposer (campus or UHCC AVPAA office) submits proposed new policy or policy modifications to Vice Chancellors for Academic Affairs (VCAA) or Vice Chancellors for Student Affairs (VCSA) for discussion.

Step 2:
If supported, campus VCAA or VCSA or UHCC AVPAA office sends to the Associate Vice President for Academic Affairs (AVPAA) for Discussion with Vice President for Community Colleges (VPCC)

Step 3:
If supported, AVPAA Office sends proposed policy to Faculty Senate Chairs and Chancellor

Step 4:
Faculty Senate chairs discuss with campus faculty; then sends proposed policy with response(s) to campus Chancellor’s office for discussion or information

Step 5:
If supported by Chancellors, AVPAA Office sends proposed policy to VPCC for approval

Step 6:
If BOR, or other approval needed, VPCC sends to respective office

Step 7:
If approved by VPCC and/or respective office, OVPPCC will notify campuses and will post on the UH Community College Policies website

Step 8:
Conduct periodic review of policy by campus and/or AVPAA Office

Step 9:
If policy needs modification, return to Step 1

Consultation should occur between two groups.

If not approved or if modified, proposed policy returned to proposer(s)

Proposer(s)

revised 6/20/2013