McCOY COLLEGE OF BUSINESS ADMINISTRATION

CBAPPS 1.01

McCoy College of Business Administration Policy and Procedure Statement System

PURPOSE

The McCoy College is committed to maintaining an effective system for developing, disseminating and reviewing policies and procedures that conform to the institutional mission and goals as well as the goals of the division of Academic Affairs. The University Policy and Procedure System (UPPS) is established under the authority of the President and Board of Regents and is the primary policy and procedure system at Texas State University-San Marcos. The Academic Affairs Policy and Procedure System (AAPPS) is established under the general authority of the Vice President for Academic Affairs, the chief academic officer of the University. Additionally, many University and Academic Affairs policies and procedures, as well as other useful information, are detailed in the current edition of the Faculty Handbook.

UNIVERSITY POLICIES

UPPS Documents:

01.01.01 University Policy and Procedure Statement System

0.01 Academic Affairs Policy and Procedure Statement PPS System

GENERAL INFORMATION

1. McCoy College of Business Administration Policy and Procedure Statements (CBAPPS) are issued at the discretion and subject to the final approval of the dean of the College.

2. A general numbering system will be employed by CBAPPS’s using the following categories and additional categories as deemed appropriate by the dean:

   A. Administrative Organization
   B. Curriculum: Programs and Course Offerings
   C. Teaching/Research/Service
   D. Personnel: Employment and Activities
   E. Personnel: Evaluation, Reappointment, Merit and Tenure/Promotion

3. College policy and procedure statements are subject to a substantive review every five years, with the date of the substantive review indicated at the end of each policy and procedure statement and on the index of McCoy College of Business Administration Policy and Procedure Statements. In general, policies subject to a substantive review in any given year will be announced by the dean at the initial fall College faculty meeting. Faculty or other interested individuals will have 60 days to give their comments to their
department chair or faculty representative on the Faculty Governance Committee. An interim or out of sequence review of a policy may be requested by the dean, college council or individual faculty member and shall not change its review in the regular five year review sequence.

4. By November 5th of the fall semester, the Faculty Governance Committee will review the policy and procedure statements in conjunction with any comments received from faculty or other members of the College, and forward their recommendations to the dean and College of Business Administration Council (CBAC). CBAC will review the designated policy and procedure statements and provide recommendations to the dean. In cases of substantial disagreement, the dean may call a joint meeting of the Faculty Governance Committee and CBAC, and may conduct ‘open forums’ with College faculty to receive additional input. In all cases, the final authority and responsibility for the modification, addition or deletion of college policy and procedure statements rests with the dean.

5. A proposed policy and/or procedure statement may be developed through consultation with the dean or at the request of the dean. In any case, the CBAPPS review process begins when a draft CBAPPS is submitted to the dean. The review process typically follows the following steps:

   A. Preliminary informal review of the draft CBAPPS by the dean, with possible revisions;
   B. Preliminary informal review by CBAC with possible revisions;
   C. Review of the draft CBAPPS by the Faculty Governance Committee for suggested changes;
   D. Formal review by CBAC, including consideration of all comments from the college community and possible modifications based on those comments;
   E. Final review and approval by the dean.

6. If the dean determines that circumstances require the immediate implementation of a CBAPPS, he/she may waive any or all of the steps outlined above and approve the CBAPPS on an interim basis. Such interim approval authorizes the immediate implementation of the policy, with a substantive review to follow.

7. In any conflict between a CBAPPS and policy as reflected in documents of a higher authority (i.e., federal law, Coordinating Board Policy, Regents Rules, UPPS or AAPPS), the document of higher authority will prevail.
CERTIFICATION STATEMENT

This CBAPPs has been approved by the reviewers listed below and represents the McCoy College of Business Administration policy and procedure from the date of the document until superseded.

Review Cycle: E5Y

Review Date: Sept 1, 2017

CBAC Review: ___________________________ Date: ______________

Governance Review: ___________________________ Date: ______________

Approved: __________________________________ Date: ______________

Denise T. Smart
Dean of the College of Business Administration

Last Update: February 18, 2013