

University of Houston  
Process for Policy Recommendations and/or revisions: University Services Committees

Purpose: To establish a formalized system for future policy development in university services shared governance committees.

Roles: The university services committees are a driving force towards setting the tone and advising administration on policy that benefit the university community. The student representatives, faculty representatives and staff representatives should be involved in developing recommendations and presenting them to committee.

Process:

Policy recommendations and/or revisions can come from any committee member or a member of the UH community. If a recommendation and/or revision comes from a non-committee member, it must be sponsored by at least one committee member before it is proposed. Ex-Officio members may also make recommendations and revisions with sponsorship from a committee member.

Policy recommendations and/or revisions must be sent out to committee members at least three days before the meeting dates. If a recommendation and/or revision is mentioned in open forum, a member of the committee may choose to sponsor the recommendation and/or revision and may suggest it be added to the agenda for the next meeting or suggest sending it to a subcommittee for review.

Policy recommendations and/or revisions must be on the agenda for formal debate. If the committee votes to vote on the policy recommendation and/or revision, it must pass a two-thirds vote from the committee in order for it to become a formal policy recommendation or revision.

Once it has passed a two-thirds vote, the Office of Assistant Vice President of University Services will receive the policy recommendation and/or revision. The Office of Assistant Vice President of University Services will then open the recommendation and/or revision up for community discussion. After the community discussion phase, the Assistant Vice President will return to the committee to report feedback and suggestions. The Office of Assistant Vice President must update the committee about the progress of the community discussion after two weeks from the time the proposal was passed by the committee. If the community has considered the policy recommendation and/or revision and determined it is appropriate to implement, the Assistant Vice President will work with the committee on the appropriate venue/media for the policy to be housed.

Discussion will reopen with the committee taking into consideration the opinion of the Assistant Vice President of University Services, Vice President of Administration and Finance and the university community and will then vote on the initiative.

What constitutes a policy recommendation and/or revision?

Must be beneficial to the University of Houston Community

Must be relevant to the committees focus, the relevance will be determined by committee members

Good policy recommendations and/or revisions will present the strengths/challenges, purpose, model, internal and external data

It is recommended that recommendations and/or revisions should be crafted with the input of faculty, staff, students and administration