

UNIVERSITY of HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: General Information  
AREA: University Coordinating Commission

Number: 01.01.02

<b>SUBJECT: University Coordinating Commission</b>
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I. PURPOSE AND SCOPE

The goal of the University Coordinating Commission (UCC) is to provide a vetting process that facilitates discussion across the university community during the formulation of new or modified policies or procedures with policy implications prior to approval.

The purpose of the UCC is to ensure that appropriate members of the university community have opportunities to review and provide input to such proposed policies and procedures to avoid unforeseen or inadvertent consequences.

II. POLICY

All proposals for new or modified Manuals of Administrative Policies and Procedures (MAPPs) are subject to review by the UCC. **The UCC does not create or evaluate policies** but serves to facilitate discussion and input among existing policy-forming groups. The UCC solicits and forwards university community input to the Director of Policy Management in the Office of Compliance and Ethics for dissemination to the proposal originator.

The President or designee shall have the discretion to immediately approve an interim MAPP without the policy being initially subject to review by the UCC if necessary to address emergencies, errors, or changes in the law or higher governing policies/bylaws. If the President or designee approves an interim MAPP, the interim MAPP will subsequently be subject to review by the UCC during the applicable review cycle.

The UCC may also be utilized to facilitate university community input on non-MAPP proposed policies that have campus-wide impacts.

III. COMMISSION MEMBERSHIP

A. The membership of the UCC will consist of representatives from governance groups throughout the University, including the following individuals:

1. The Faculty Senate's:
  - a. President
  - b. President-elect
  - c. Chair of the Faculty Governance Committee
  - d. Chair of the Research and Scholarship Committee
  - e. Chair of the Graduate and Professional Studies Council
  - f. Chair of the Undergraduate Committee

2. President of the Staff Council
  3. One member selected by the Provost from Academic Affairs
  4. One Dean selected by the Deans' Council
  5. President of the Student Government Association (SGA)
- B. Members serve one-year terms, with the option of reappointment.
- C. The UCC will be chaired by the President-elect of the Faculty Senate.

#### IV. PROCEDURES

- A. As described in [MAPP 01.01.01 – Creating and Maintaining University Policies](#), the Policy Advisory Council determines when a proposal for a new or modified MAPP is ready to be released for community review. Subsequently, UCC membership and applicable supporting personnel review the proposed MAPP and determine the campus groups and individuals who need to receive the proposal for further review and possible input.
- B. A notification message of a proposed policy is sent to UCC-identified campus groups and individuals, with instructions to respond to the proposed policy within twenty working days or at the end of the community review period, whichever is first.
- C. All communications from relevant campus groups and individuals are logged into a tracking form that will be available on the UCC website (<https://uh.edu/university-coordinating-commission/>). All comments will be given to the proposal originator through the Director of Policy Management for review and possible action.

Note: For MAPPs that have undergone revisions from various parties inside and outside of UCC governance, a clean copy of the MAPP will be provided to the UCC for posting before the document goes through the official approval cycle.

#### V. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Provost for Faculty Development and Faculty Affairs

Review: Every five years

#### VI. APPROVAL

*/Diane Z. Chase/*

Senior Vice President for Academic Affairs and Provost

*/Raymond Bartlett/*

Senior Vice President for Administration and Finance

*/Renu Khator/*

President

Date of President's Approval: April 22, 2025