

UTSA Academic Affairs

Academic Affairs

HOP Changes - Procedures and Cover Sheet

Procedures:

- Request a Word version of the standard from Institutional Compliance and Risk Services at institutional.compliance@utsa.edu.
- Consult with the subject matter experts of the standard.
- Make revisions as needed to the Word document with “track changes” on.
- Review with all applicable stakeholders and approvers for additional input.
- Fill out the cover sheet on the next page.
- Submit the cover sheet along with the edited Word document to Lorrie Smith, copying Heather Shipley.
- Legal Review and formal submission to the HOP Submission portal will be facilitated by Academic Affairs.

UTSA Academic Affairs

Academic Affairs HOP Changes Cover Sheet

Complete the information below to submit a new University HOP standard, revision, or proposed deletion for review and approval through Academic Affairs. This cover sheet should accompany the draft of the standard.

Number:

Title:

Explain the purpose of the submission.

List the name(s) of the Subject Matter Expert(s) of this standard.

Description of the participatory process that was used to develop the proposed changes.

Is the terminology used in this standard consistent across standards?

Yes

No

Select the University population(s) that this standard applies to.

All Employees

All Students

All Faculty

Alumni

Administrators

Classified Staff

Department Chairs

Deans

Tenured Faculty

Tenure-Track Faculty

Emeritus Faculty

FTT Faculty

Student Workers

Graduate Assistants

Identify the stakeholders below who have reviewed, participated, and approved in developing or revising the standard.

Academic Council

Alumni Programs

Athletic Council

Chemical Safety Committee

Conflict of Interest in Research and Intellectual Property

Core Curriculum Committee

Employee Relations

Equal Opportunity Services

Faculty Senate

Graduate School

Graduate School Council

HOP Committee

Institutional Animal Care and Use

Institutional Biosafety Committee

Institutional Review Board – Human Subject

International Oversight Committee

Laboratory Safety Advisory Committee

Office of Facilities

Office of Information Security

Office of People Excellence

Orientation

P20 Initiatives

Parking and Traffic Committee

Police Department

President's Cabinet

Radiation and Laser Safety Committee

Registrar

Research Advisory Board

Space and Planning Advisory Committee

Staff Council

Student Disability Services

Sustainability Council

Training and Development

University Dining Committee

University Leadership Council

University Technology Solutions

Veteran Services Advisory Committee

Other