

TWU University Regulations and Procedures (URP) Policy Numbering Reference Guide

Category 01: Administration

Subcategory 01.100: Governance

Old Policy Number	New Policy Number	Policy Title
I.10.c	01.100	Public Testimony at Regular Meetings of the TWU Board of Regents
I.25.b	01.110	University Seal Usage

Subcategory 01.200: General

Old Policy Number	New Policy Number	Policy Title
IV.11.c	01.200	Speech, Expression, and Assembly
V.15.b	01.210	Ethics Policy for Employees
I.15.a	01.215	Fraud and Fraudulent Activities
V.17.i	01.220	Title IX Policy
V.17.f	01.225	Prohibition of Sexual Misconduct
V.17.h	01.230	Consensual Relationships
V.17.g	01.235	Resolution Procedures for Complaints of Prohibited Conduct
V.17.e	01.240	Campus Access for People With Disabilities
IV.13.g	01.245	Animals on Campus
I.21.a	01.250	Alcohol Use
I.21.b	01.255	Drug Free Workplace Policy
I.22.a	01.260	University Tobacco Use Prohibition
I.26.d	01.270	HIPAA Privacy and Security Policy and Procedures
I.10.j	01.275	Protecting Confidentiality of Social Security Numbers
I.16.f	01.280	Rental of Facilities for Non-University Sponsored Events
I.24.b	01.285	Sales, Solicitations, and Fundraising
I.26.g	01.290	International Travel

Subcategory 01.300: Office of General Counsel

Old Policy Number	New Policy Number	Policy Title
I.10.d	01.300	Open Records
I.10.e	01.310	Records Retention
I.10.f	01.315	Records Management Email
I.11.a	01.320	University Policy Development and Implementation

Subcategory 01.400: Marketing and Communications

Old Policy Number	New Policy Number	Policy Title
I.25.a	01.400	Printing on University Stationery
I.25.c	01.410	Printing Services

Subcategory 01.500: Audit Services

This subcategory currently does not have any assigned URPs.

Subcategory 01.600: Jane Nelson Institute for Women's Leadership

This subcategory currently does not have any assigned URPs.

Category 02: Academic Affairs

Subcategory 02.100: Governance

Old Policy Number	New Policy Number	Policy Title
II.10.b	02.100	Graduate Council
II.10.e	02.110	Council for Educator Preparation
II.10.f	02.120	Undergraduate Council
II.14.p	02.130	Academic Component Administrators
I.24.e	02.140	Naming Events

Subcategory 02.200: General

Old Policy Number	New Policy Number	Policy Title
I.10.i	02.200	Scheduling and Usage of University Space
I.12.a	02.205	Substantive Change
II.11.c	02.210	Honorary Degree
II.11.e	02.220	Academic Administrative Complaints and Appeals
II.11.f	02.225	Credit Hours
II.11.g	02.230	Cooperative Academic Arrangements
II.11.h	02.235	High Stakes Testing
II.11.i	02.240	Centers and Institutes
II.11.n	02.245	Dual Enrollment
II.12.a	02.250	Courses in Shortened Format
II.12.b	02.255	Distance Education
II.12.d	02.260	Learning Management System
II.12.e	02.265	Faculty-Led Education Abroad
II.12.f	02.270	Assignments and Exams during Last Week of Classes

Subcategory 02.300: Faculty Affairs

Old Policy Number	New Policy Number	Policy Title
II.10.a	02.300	Academic Freedom
II.11.a	02.305	Faculty Workloads
II.11.k	02.310	Faculty Retirement Teaching Option
II.11.m	02.315	Emeritus Faculty
II.14.o	02.320	Summer School Employment
III.10.b	02.330	Faculty Standards of Conduct Corrective Action Guidelines
III.11.a	02.334	Faculty Development Leave
III.11.b	02.338	Full-Time Faculty Release Time for Educational Activities
III.11.d	02.340	Affiliated Faculty Appointments
III.12.a	02.342	Faculty Promotion and Tenure
III.12.b	02.344	Ranks and Titles of University Faculty
III.12.c	02.346	Faculty Periodic Performance Review/Evaluation
III.12.d	02.348	Post-Tenure Review
III.12.e	02.350	Faculty Review Policy and Procedures (Grievance)
V.15.h	02.355	Faculty Consulting, Outside Employment, and Conflicts of Interest
V.11.b	02.362	Faculty Summer Salaries Paid From Grant and Contract Funds
V.11.c	02.364	Salary for Administrator Returning to Faculty
III.10.a	02.398	Faculty Responsibilities
III.01.01.a.02.	02.399	Professional Ethics for Faculty

Subcategory 02.100: Research

Old Policy Number	New Policy Number	Policy Title
II.02.d.12	02.400	Intellectual Property
II.02.d.06	02.410	Research Involving Recombinant DNA and Biohazardous Agents
II.14.a	02.420	Human Subjects Research
II.14.b	02.425	Research Involving Animals
II.14.g	02.430	Responsible Conduct in Research Training

Old Policy Number	New Policy Number	Policy Title
II.14.f	02.435	Research Misconduct
II.14.n	02.440	Authorship in Scholarly or Scientific Publications
II.14.d	02.445	Proposal Submission
II.14.c	02.450	Export Controls
II.14.h	02.455	Time and Effort Reporting for Federally Funded Projects and Projects with Cost Share
II.14.i	02.460	Cost Sharing on Funded Projects
II.14.k	02.465	Subrecipient Monitoring
II.14.l	02.470	Financial Conflict of Interest in Research and Sponsored Projects
II.14.m	02.475	Indirect Cost Recovery and Distribution

Category 03: Advancement

Subcategory 03.100: Acceptance and Administration of Gifts

Old Policy Number	New Policy Number	Policy Title
I.24.a	03.100	Gift Acceptance Policy

Subcategory 03.200: Guidelines for Acceptance of Gifts of Real Property

This subcategory currently does not have any assigned URPs.

Subcategory 03.300: Endowed Academic Positions

Old Policy Number	New Policy Number	Policy Title
I.24.c	03.300	Establishment of Endowed Lectures
I.24.f	03.310	Establishment of Endowed and Named Professorships

Subcategory 03.400: Administration of Scholarships

This subcategory currently does not have any assigned URPs.

Subcategory 03.500: University-Affiliated Foundations

Old Policy Number	New Policy Number	Policy Title
I.24.d	03.500	Alumni Database Use

Subcategory 03.600: Use of University Resources

This subcategory currently does not have any assigned URPs.

Category 04: Finance and Administration

Subcategory 04.100: General

Old Policy Number	New Policy Number	Policy Title
I.17.b	04.100	Vehicle Operations Policy

Subcategory 04.200: Fiscal Management

Old Policy Number	New Policy Number	Policy Title
I.10.g	04.200	Red Flag Identity Theft

Subcategory 04.300: Procurement

Old Policy Number	New Policy Number	Policy Title
I.13.a	04.300	Historically Underutilized Businesses
I.13.b	04.310	Contract Workforce
I.13.d	04.320	Contracting with Current, Former, or Retired Employees
I.13.c	04.330	Memberships
I.26.b	04.340	Payment of Purchase Orders
I.26.e	04.350	Conflicts of Interest Relating to Purchasing, Payments and Contracts
I.26.f	04.360	Purchase of Goods and Services
I.26.i	04.370	Purchasing Accountability and Risk Analysis

Subcategory 04.400: Risk Management

Old Policy Number	New Policy Number	Policy Title
N/A	04.400	Risk Management
N/A	04.410	Emergency Management and Business Continuity
I.20.a	04.420	Minors on Campus
I.23.c	04.430	Environmental Health and Safety
V.15.e	04.450	Volunteer Participation
I.23.h	04.460	Drone Use (UAV)

Subcategory 04.500: Facilities Management and Construction

Old Policy Number	New Policy Number	Policy Title
I.26.h	04.500	Property Management
I.18.a	04.510	Facilities Management Project Review Approval Process
I.17.e	04.520	Assignment of University Vehicles to Employees
I.17.c	04.530	Key Control
I.16.c	04.550	Campus Mail Service
I.18.b	04.560	Alterations Changes to Real Property

Subcategory 04.600: Public Safety

Old Policy Number	New Policy Number	Policy Title
I.16.b	04.600	Flag Display

Subcategory 04.700: Information Technology

Old Policy Number	New Policy Number	Policy Title
I.19.r	04.700	Computer & Software Acceptable Use Policy
I.19.a	04.705	Information Personnel Security
I.19.b	04.710	Information Security Access Control
I.19.c	04.715	Information Security Assessment and Authorization
I.19.d	04.720	Information Security Audit and Accountability
I.19.e	04.725	Information Security Awareness Training
I.19.f	04.730	Information Security Configuration Management
I.19.g	04.735	Information Security Identification and Authentication
I.19.h	04.740	Information Security Incident Response
I.19.i	04.745	Information Security Physical Access Authorizations
I.19.j	04.750	Information Security Planning
I.19.k	04.755	Information Security Program
I.19.l	04.760	Information Security Risk Assessment
I.19.m	04.765	Information Security System and Services Acquisition

Old Policy Number	New Policy Number	Policy Title
I.19.n	04.770	Information Security System Communications Protection
I.19.o	04.775	Information System Contingency Planning
I.19.p	04.780	Information System Integrity
I.19.q	04.785	Information System Maintenance
I.10.h	04.790	Listserv Use
I.19.U	04.795	Data Access and Use Policy

Category 05: Human Resources

Subcategory 05.100: Equal Employment Opportunity and Nondiscrimination

Old Policy Number	New Policy Number	Policy Title
V.17.a	05.100	Non-Discrimination, Equal Opportunity, and Diversity
V.17.d	05.110	Americans With Disabilities Act Policy

Subcategory 05.200: Recruitment and Appointment

Old Policy Number	New Policy Number	Policy Title
V.10.a	05.200	Employment At Will
V.10.b	05.205	Recruitment, Search, and Selection
V.10.c	05.210	Advertising University Positions
V.10.e	05.215	Nepotism-Employment of Relatives
III.11.c	05.220	Employing Faculty Residing Outside of the State of Texas
V.10.i	05.230	Hiring Temporary, Non-Faculty, Non-Student, Employees
V.10.m	05.235	Employment of Staff Employees as Adjunct Faculty
V.10.n	05.240	Dual Career Couples Assistance Program
V.10.h	05.250	Employment Eligibility and Verification
V.10.f	05.255	Background Investigations, Employment and Credential Verifications, and Reference Checks
V.10.k	05.260	Selective Service System Registration
V.10.d	05.270	Employee Moving Expenses
V.10.j	05.280	Staff Rehire-Reapplication Policy

Subcategory 05.300: Employee Development and Education

Old Policy Number	New Policy Number	Policy Title
V.15.c	05.300	Training and Development

Subcategory 05.400: Employee Benefits and Compensation

Old Policy Number	New Policy Number	Policy Title
V.15.g	05.400	Time Reporting-Faculty, Staff, GA, and Hourly Employees
V.12.a	05.405	Overtime and Compensatory Time for Staff
V.15.j	05.410	Holiday Schedule and Eligibility
V.13.d	05.415	Longevity Pay
V.15.d	05.420	Worksite Nursing Mother Policy
V.15.f	05.430	Employees Taking TWU Courses
V.13.f	05.440	Workplace Wellness and Exercise Program
V.13.g	05.450	Recognition Leave
V.12.b	05.460	Staff Employee Promotions Transfers and Demotions
V.13.a	05.465	Supplemental Task Payment
V.13.c	05.470	Return to Work Non-Workers Compensation
V.13.b	05.472	Return to Work TRS Retirees and TRS Care Surcharges
V.14.f	05.474	Return To Work Workers Compensation Injury or Illness
V.13.e	05.480	Voluntary Benefits
V.13.i	05.485	Pets at Work
I.13.g	05.490	Cellular Communications
V.10.l	05.495	Emeritus Staff

Subcategory 05.500: Employee Leave

Old Policy Number	New Policy Number	Policy Title
V.14.d	05.500	Employee Attendance, Vacation, Sick, and Other Leave Policy
V.14.a	05.510	Family Medical Leave Act (FMLA)
V.14.c	05.520	Sick Leave Pool
N/A	05.525	Sick Leave Donation
V.14.b	05.530	Leave of Absence and Leave Without Pay
V.14.g	05.540	Extended Leave
V.14.h	05.550	Military Leave

Subcategory 05.600: Employment Relations

Old Policy Number	New Policy Number	Policy Title
V.15.a	05.600	Staff Standards of Conduct and Disciplinary Process
V.16.a	05.610	Staff Performance Management and Evaluations
N/A	05.620	Alternative Work Arrangements for Staff Employees
V.13.h	05.630	Affinity Groups
I.20.b	05.640	Drug-Free Workplace Procedures and Drug Testing Policy for Faculty and Staff
V.10.g	05.650	Drug and Alcohol Testing for TWU Drivers of Commercial Motor Vehicles
V.15.i	05.660	Reduction In Force (RIF) Non-Faculty Employees

Category 06: Student Affairs

Subcategory 06.100: General

Old Policy Number	New Policy Number	Policy Title
N/A	06.100	Institutional Scholarship Policy
IV.11.h	06.110	Involuntary Withdrawal
IV.11.l	06.120	Student Religious Accommodation Policy
IV.13.j	06.130	Student Service Fees Advisory Committee
IV.13.c	06.140	Student Travel
IV.04.05	06.150	Reporting Student Death Guidelines

Subcategory 06.200: Student Conduct

Old Policy Number	New Policy Number	Policy Title
IV.11.b	06.200	Student Code of Conduct
IV.11.j	06.210	Academic Integrity
IV.11.b	06.230	Student Grievance
IV.11.g	06.240	Hazing

Subcategory 06.300: University Housing

Old Policy Number	New Policy Number	Policy Title
IV.13.b	06.300	University Housing and Dining
IV.13.h	06.310	Entry, Inspection, and Searches of Student Housing
IV.13.d	06.320	Missing Student Notification

Subcategory 06.400: Student Organizations

Old Policy Number	New Policy Number	Policy Title
IV.12.a	06.400	Student Organizations
IV.12.b	06.410	Student Organizations Fundraising

Subcategory 06.500: Student Employment

This subcategory currently does not have any assigned URPs.

Subcategory 06.600: Intercollegiate Athletics

This subcategory currently does not have any assigned URPs.

Subcategory 06.700: Student Services

This subcategory currently does not have any assigned URPs.