

## **01.ORG.06**

### **REVIEW AND APPROVAL OF COB HANDBOOK**

(Revised January 29, 1999)

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(Revised. COB Advisory Council November 11, 2006)

(Revision Approved by COB Faculty May 8, 2007)

(Reviewed April 2012)

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This Handbook describes processes used in the College of Business at Texas A&M University-Corpus Christi. The processes are arranged in four categories: Organization & Administration, Curriculum Management, Faculty Management and Student Management. Forms and other documents are included in the last two parts of the Handbook.

The processes are not intended to be directives that dictate the details that must be followed by the faculty; instead, they are designed with sufficient flexibility to meet specific needs consistently and fairly. In order to accomplish these goals, the processes included in this Handbook are broad in scope.

The processes are not meant to replace any University rule and procedure or University System policy and regulation. Instead, they serve as a supplement to those rules, procedures, policies, and regulations. In several cases, the processes refer readers to university rules and procedures printed in such documents as the University Catalog and University Handbook. College processes may be more restrictive than University Rules/Procedures or University System Policy/Regulations.

The College's faculty has assumed an integral role in the Handbook's preparation, periodic review and revision. When issues arise, faculty as individuals or groups prepare a written document for all faculty to review and recommend for final approval by the Dean. Major issues are formally presented and discussed in faculty meetings before being approved. Processes are updated and revised as needed. This Handbook is on the College's Intranet to facilitate its update and continuous improvement.

Faculty and staff are encouraged to notify the Dean with suggestions involving point of clarification or omission.