

**01.ORG.04**  
**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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(Reviewed by FHMC and Approved by COB Faculty on January 12, 2022)

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 Policies/Regulations.

The College's faculty has an integral role in the preparation, periodic review, and revision of the COB Handbook. All substantive changes to COB processes require approval by the COB faculty. Proposals for substantive changes to the COB Handbook are formally presented at a COB faculty meeting with the Faculty Handbook Maintenance Committee (FHMC) presiding over the discussion and the subsequent vote of the faculty.

Non-substantive changes such as fixing broken links or updating names, titles, or terminology used for constructs referenced in the COB Handbook may be completed by the FHMC without a vote of the entire faculty. The FHMC chair will notify faculty when the committee makes non-substantive changes required to maintain the accuracy and currency of the Handbook.

Processes are updated and revised as needed. This Handbook is housed on the COB website to facilitate its update and continuous improvement. Faculty and staff are encouraged to contact the Dean or the chair of the FHMC with suggestions involving a point of clarification or an emerging issue, error, or omission in the COB Handbook.