34.07.02.C0.01 Academic Continuity Planning

Revised: November 2, 2026
Next Scheduled Review: November 2, 2031
Revision History

Procedure Summary

This procedure establishes the process for effective academic continuity planning in response to university academic facilities becoming unavailable for any reason, including natural disaster, pandemic, terrorist act, or other disastrous event. Academic continuity planning is a critical element of the university's business continuity plans (BCPs) and an important step to minimize the effects of a disaster. An academic continuity plan (ACP) provides the guidance necessary for the university to resume teaching, research, and other academic functions in a timely and predictable manner. This procedure applies to all academic units (e.g., college, school, library) within the Division of Academic Affairs at Texas A&M University-Corpus Christi.

Definitions

Academic Continuity – the availability of critical resources, processes, and plans to ensure the seamless operation of necessary university academic activities. This is normally part of an academic unit's BCP.

Essential Function – an activity that is critical to the core mission of the organization. For disaster planning purposes, an essential function is one that must be continued through a disaster, or resumed soon after a disaster event, to ensure either the viability of the organization or its ability to serve its constituents.

Procedure

1. GENERAL

1.1. Each academic unit within the Division of Academic Affairs must create and maintain an ACP as part of its BCP. Academic units must have a single ACP for the entire unit. For some academic units (e.g., library), the ACP and BCP may be the same document if all business activities are academic in nature. The administrator overseeing each unit is responsible for ensuring that a plan

is in place to support academic continuity for their area.

1.2. ACPs will be created as part of the unit's BCP and stored in the university's official online continuity planning application (e.g., IslanderReady). Environmental, Health, and Safety is responsible for this application and supports university users.

2. ACADEMIC CONTINUITY PLAN CONTENTS

Each academic unit should make every effort to complete its ACP as thoroughly as possible with input from all stakeholders within and connected to itself. Academic units must be able to justify any blank sections or fields. ACPs must include the following items at a minimum.

2.1. Primary and backup personnel, alternate site personnel, vendors, contractors, and key information that may be needed during or immediately following a disaster must be identified.

2.2. Essential functions, as defined in the Definitions section of this procedure, must be identified along with descriptions of how each will be continued during a disaster. Continuing to conduct classes is an essential function for all academic units that offer courses.

2.3. Information technology and other key resources the academic unit depends upon must be addressed. Examples include, but are not limited to, library databases, cloud storage, learning management system access, classroom access, laboratory access, support facilities access at alternate sites, registrar, and/or financial administrative functions.

3. RESPONSIBILITIES

Academic units are responsible for conducting courses and fulfilling the university's teaching mission. As such, each academic unit and its faculty are responsible for the following actions regarding the academic unit's ACP:

3.1. Academic Units

3.1.1. Academic units must create a detailed plan regarding the essential function of continuing to conduct classes in the event of an emergency. This plan must be included as an attachment in the ACP and published in the academic unit's faculty handbook.

3.1.2. Academic units must address faculty preparedness as it relates to its essential functions in the ACP.

3.1.3. Each academic unit shall provide a copy of its ACP and any

attachments to its faculty members.

3.1.4. Academic units must maintain an academic unit policy outlining how and when department chairs/supervisors can access courses in the learning management system to aid with academic continuity.

3.2. Faculty

3.2.1. Faculty members are responsible for reviewing their academic unit's ACP and any related attachments and for following the processes outlined therein.

4. PLAN REVIEW AND MAINTENANCE

Each academic unit is responsible for reviewing its ACP annually when reviewing its BCP. ACP revisions should also be made when changes are made to any essential function identified in the ACP. New and revised ACPs should be submitted, as part of the BCP, to the Office of the Provost for review.

5. TRAINING

5.1. Environmental, Health, and Safety will provide training on the university's official online continuity planning application including the creation of user accounts and access control.

5.2. The Office of Digital Learning and Academic Innovations will provide training and assistance on the learning management system and other distance education technologies upon request.

5.3. The Office of the Provost will make accommodations for the necessary planning and training.

Related Statutes, Policies, or Requirements

System Regulation *34.07.01, Emergency Management Plans*
System Regulation *34.07.02, Business Continuity Plans*
University Procedure *34.07.01.C0.01, Emergency Management*

This procedure supersedes:

- *34.07.01.C0.02, Academic Continuity Planning*

Contact Office

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