Policy Impact Statement
Policy Administration Office

Please submit one Policy Impact Statement for each policy under consideration.

Step 1, Section A instructions:
When it is determined that there is a need to amend the Institutional Handbook of Operating Policies (IHOP) through either revision of an existing policy or introduction of a new policy, the person recommending the amendment (Requestor) must complete Sections A & B, then e-mail this form to the Policy Administration Office at policyadmin@uthscsa.edu.

A. Request to Amend Institutional Handbook of Operating Policies

1. Name of Requestor:

2. Date of Request (mm/dd/yyyy):

3. Policy Number and Name:

4. Amendment is for:

☐ New Policy ☐ Minor Revision ☐ Substantial Revision
☐ Policy Retirement

5. Reason for Amendment:

☐ Regulatory ☐ UT System ☐ Operational ☐ Improved Clarity
☐ Other

6. Please provide a brief supporting explanation or benefit statement regarding the proposed amendment.

7. Identify areas affected by this policy (e.g., school, department/clinic, administration, community beyond UTHSA).

8. List existing IHOP policies and external requirements (e.g. laws, regulations, accreditation standards) that are related to this policy.

9. Current published version of this policy needs to be reformatted using standard template.

☐ Yes ☐ No

10. Please e-mail a soft copy of the current version for editing to e-mail address.

11. Specify estimated timing requirements for developing Amendment.

12. In order to improve the usability of the Institutional Handbook of Operating Policies (IHOP), please provide a list of words/ phrases an end-user might use to search for this policy.

13. Does the policy meet compliance with requirements of Senate Bill 17, Texas Education Code § 51.3525, passed by the Texas Legislature, "Pursuant to this law, each University of Texas System institution shall maintain an environment that promotes learning, academic freedom, and the creation and transmission of knowledge free from any requirements to exhibit or reflect a specific ideology or political view and without providing advantages or disadvantages to individuals based on race, sex, color, ethnicity, or national origin," and not include the terms Diversity, Equity, or Inclusion.

☐ Yes ☐ No

Step 2, Section B instructions:

Pursuant to IHOP policy 2.1.2, Administration for the Institutional Handbook of Operating Policies, if so, approved by the Responsible Executive, or designee, they will engage subject matter experts and key stakeholders in the preparation of this Policy Amendment

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B. Responsible Executive

1. Responsible Executive:

2. Date Responsible Executive Contacted (mm/dd/yyyy):

3. Date Responsible Executive approved requested amendment (mm/dd/yyyy):

4. List stakeholders, affected parties, and/or governance groups already consulted.

5. List stakeholders, affected parties, and/or governance groups you plan to consult.

6. List Subject Matter Experts you will include in policy drafting:

- ☐ Internal Audit
- ☐ Legal Affairs
- ☐ Clinical Operations
- ☐ Health Information
- ☐ Research
- ☐ Technology
- ☐ Student Affairs
- ☐ Human Resources
- ☐ *Other (provide detail)

7. Describe other forms or documents that will need to be referenced in the Amendment and indicate whether they already exist or require development.

8. What types of communications and training will be provided by the Responsible Executive or designee to build awareness and enable implementation of this Amendment?

9. Is initial or periodic training required by law, regulation, accreditation, or other standards? If so, indicate the required body and specific training requirement.

10. Does the policy meet compliance with requirements of Senate Bill 17, Texas Education Code § 51.3525, passed by the Texas Legislature, "Pursuant to this law, each University of Texas System institution shall maintain an environment that promotes learning, academic freedom, and the creation and transmission of knowledge free from any requirements to exhibit or reflect a specific ideology or political view and without providing advantages or disadvantages to individuals based on race, sex, color, ethnicity, or national origin," and not include the terms Diversity, Equity, or Inclusion.

☐ Yes ☐ No

Step 3, Section C instructions:
The Policy Administrator will complete Section C of this form as a final step in documenting the approved IHOP amendment in accordance with established policy administration procedures.

C. Documentation for IHOP Amendment

1. Describe evidence of Final Approval by approving body (e.g., Executive Committee and/or UT System).

2. Date Approved (mm/dd/yyyy):

3. Date IHOP Amended (mm/dd/yyyy):

4. Is the policy in compliance with the requirements of Senate Bill 17, Texas Education Code § 51.3525?

☐ Yes ☐ No