

34.07.01.C0.02 Academic Continuity Planning

Approved: February 20, 2017
Next Scheduled Review: February 20, 2022



Procedure Statement

This procedure establishes processes for effective academic continuity planning in response to university academic facilities becoming unavailable for any reason, including natural disaster, terrorist act, or other disastrous events. This procedure applies to all departments and academic units within Academic Affairs at Texas A&M University-Corpus Christi (TAMU-CC). The intended audience of this procedure is all academic units including colleges, departments, and individuals within those units, as well as all units providing academic support. The administrator overseeing each unit is responsible for ensuring that a plan is in place to support academic continuity for that area.

Reason for Procedure

Academic continuity planning is a critical element of the business continuity plan for the university as an important step to minimize the effects of a disaster. An academic continuity plan that is kept up to date provides the guidance necessary for the university to resume teaching, research, and other academic functions in a timely and predictable manner. This procedure outlines the requirements of assembling, maintaining, and updating the necessary elements of academic continuity plans at TAMU-CC.

Definitions

Academic Continuity – the availability of critical resources, processes, and plans to ensure the continuity of necessary university academic activities.

Critical Function – A critical function is an activity that is essential to the core mission of the organization. For disaster planning, a critical 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 customers.

Procedures and Responsibilities

1. GENERAL

- 1.1. All departments and academic units within the Division of Academic Affairs must create and maintain an academic continuity plan (ACP). Colleges may have a single ACP for the entire college or multiple departmental ACPs.
- 1.2. ACPs will be created and stored in the Islander Ready online continuity planning application. Administrative Services is responsible for Islander Ready and supports TAMU-CC users.

2. ACADEMIC CONTINUITY PLAN CONTENTS

Each department/unit should make every effort to complete its ACP in Islander Ready as thoroughly as possible with input from all stakeholders within and connected to itself. Departments/Units must be able to justify any blank sections or fields. ACPs must contain the following items at a minimum.

- 2.1. ACPs must identify primary and backup personnel, alternate site personnel, vendors, contractors, and key information that may be needed during or immediately following a disaster.
- 2.2. Critical 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.
- 2.3. Information technology and other key resources the department/unit depends upon must be addressed. Examples include but are not limited to: library, databases, classroom management system access, classroom, laboratory, or support facilities at alternate sites, registrar, and/or financial administrative functions.

3. PLAN REVIEW AND MAINTENANCE

Each department and academic unit will be responsible for reviewing its ACP(s) stored in Islander Ready on an annual basis. ACP revisions should also be made when changes are made to any critical functions identified in the ACP. Revised ACPs should be submitted to the Office of the Provost for review.

4. TRAINING

- 4.1. Administrative Services (361-825-2495) will provide training on the Islander Ready system including the creation of user accounts and control of access.
- 4.2. The Office of Distance Education and Learning Technologies (361-825-2122) will provide training and assistance on classroom management systems and other distance education technologies upon request.

- 4.3. The Office of the Provost will provide appropriate funding for the necessary planning and training.
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Related Statutes, Policies or Requirements

System Regulation [34.07.01 Emergency Management Plans](#)
University Procedure [34.07.01.C0.01 Emergency Management](#)
TAMU-CC [Emergency Management Plan](#)
TAMU-CC [Hurricane/Tropical Storm Defense Plan](#)

Contact Office

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