UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to set standards and responsibilities for the development, review, approval, distribution, and maintenance of Rules and UAPs that govern Prairie View A&M University (PVAMU). In addition, it is intended to provide the University with the necessary guidelines by which to promote efficient, effective, and orderly university operations.

Definitions

System Policy - guides the System by incorporating the Board’s philosophies, expectations and priorities. System Policies create administrative structures, set priorities, delegate authority, assign responsibility, ensure accountability and define reporting requirements.

System Regulation - includes specific directives and reporting requirements needed to implement System Policies and include interpretations where issues are not covered or are unclear in System Policies. System Regulations may also be used to communicate uniformed guidelines established by the Chancellor on matters of overall system concern that are not specifically addressed in System Policies and to provide for uniform compliance with fiscal, academic, research, human resources and other management standards and requirements imposed from federal or state law or external administrative agency rule.

University Rule - supplements System Policies and Regulations, when required by a System Policy or Regulation; when directed by the Board or Chancellor; or for matters unique to the University at the discretion of the President. University Rules shall be submitted to the System Policy Office for review, which includes Office of General Counsel review for legal sufficiency and consistency with System Policies and Regulations, and final approval, by the Chancellor.

University Administrative Procedure (UAP) - implements System Policies and Regulations and University Rules. University Administrative Procedures may be submitted to the System Policy Office for review, which includes Office of General Counsel review for legal sufficiency and consistency with System Policies and Regulations when required by System Policies or Regulations or at the request of the University. University Administrative Procedures provide implementation instructions unique to the University.

Official Procedures and Responsibilities
1. **STANDARDS**

1.1 System Policy 01.01 System Policies, Regulations, and Member Rules and Procedures and System Regulation 01.01.01 Format for Policies, Regulations, Rules and Procedures require that PVAMU establish Rules and UAPs that are consistent with and subordinate to both System Policy and Regulation requirements. In instances where a conflict between a University Rule or UAP and a System Policy or Regulation arises, the higher document will take precedence.

1.2 Rules and UAPs represent PVAMU governance documents that require compliance by administrators, employees, students, and agents of the University.

1.3 Rules and UAPs are subject to review and/or revision at any time and, at a minimum, are subject to a mandatory five-year review.

2. **RESPONSIBILITIES**

2.1 The President has overall responsibility for Rules and UAPs that govern PVAMU and its branch campuses. The President and Vice President for Administration or designee must approve all Rules and UAPs.

2.2 The President has delegated responsibility for maintenance of Rules and UAPs to the Office of University Compliance. The Office of University Compliance is responsible for coordinating the development, review, and routing for approval of Rules and UAPs. Responsibilities also include:

2.2.1 Maintaining the University’s Policy Library;

2.2.2 Notifying the University community when new and revised Rules and UAPs are posted; and,

2.2.3 Coordinating with departments to address and implement comments pertaining to draft System Policies and Regulations that impact University governance.

2.3 Based on the System Policy or Regulation and the organizational structure of the University, an office of responsibility is designated for each Rule and UAP and shall be considered the contact office and the subject matter expert for that Rule or UAP. The contact office’s responsibilities for new and revised Rules and UAPs include:

2.3.1 Developing content;

2.3.2 Maintaining accurate and current information, including hyperlinks;

2.3.3 Providing interpretation; and,

2.3.4 Performing periodic reviews and revisions of Rules and UAPs as needed, or at least every five years.
3. PROCEDURES FOR NEW, REVISED, OR DELETION OF UNIVERSITY RULES AND ADMINISTRATIVE PROCEDURES

3.1 Based upon approved System Policies and Regulations and the University's need, the Office of University Compliance will determine whether the University needs to develop, revise, or delete a University Rule and/or UAP. Once a need is determined, the [Rule/University Administrative Procedure Development/Revision/Deletion Questionnaire] must be completed and submitted to the Office of University Compliance.

3.2 The contact office will be responsible for developing and revising all Rules and UAPs, through the joint efforts of other administrative unit head(s) stakeholders and the Office of University Compliance. The administrative unit head(s) will be responsible for ensuring that input from all stakeholders has been sought and incorporated into the Rules and UAPs as appropriate. The Office of University Compliance will format and number the Rules and UAPs and will assist in the editing process to ensure that the Rules are formatted and numbered in accordance with the System Policy and Regulation. In addition, the Office of University Compliance will assist to ensure the Rules and UAPs are clear, complete, concise, and compliant with governing laws, and System Policies and Regulations.

3.3 In developing the Rules and UAPs, proper references will be made to governing System Policies and Regulations.

3.3.1 All forms developed to support Rules and UAPs must be submitted to the Office of University Compliance for review and approval. Submissions must be in .pdf format and submitted from the [University Forms Review] section on the Office of University Compliance website.

3.4 All University Rules and UAPs will be reviewed by the appropriate vice president(s) for their input prior to submission to the System Policy Office for review and/or the President and Vice President for Administration. All input must be returned to the Office of University Compliance within ten business days. Any recommended changes will be incorporated, as necessary or appropriate.

3.5 Upon completion of the System review for Rules, the System Policy Office will return the draft, along with any recommended changes to the Office of University Compliance. Any recommended changes will be incorporated, as necessary or appropriate, and the Office of University Compliance, will resubmit the documents to the System Policy Office for final approval.

3.6 After the final review for legal sufficiency and resolution of any issues raised by the System Policy Office, the new or revised Rule will be submitted to the Vice President for Administration and the President, or designee, for final approval and signature.

3.7 Upon final signature by the Vice President for Administration and the President, or designee, the University Rule and/or UAP, will be published in the [University Policy Library] and distributed campus-wide electronically via the University list serve.
4. INTERPRETATION OF RULES AND UNIVERSITY ADMINISTRATIVE PROCEDURES

4.1 Each Rule and UAP will include the name and phone number of the contact office responsible for interpreting the Rule or UAP. Persons needing interpretation should contact the contact office listed on the Rule or UAP, the department head of the office listed on the Rule or UAP, or the Office of University Compliance.

4.2 Each University administrator is responsible for ensuring that employees in their departments have been trained and have access to approved System Policies, Regulations, Rules, UAPs, and departmental procedures pertinent to their job assignments.

5. PROCEDURES FOR MAKING MINOR REVISIONS TO ESTABLISHED RULES AND UNIVERSITY ADMINISTRATIVE PROCEDURES

5.1 Minor revisions to existing Rules and UAPs will be submitted to the Office of University Compliance for review and processing. Minor revisions must be approved by the Vice President for Administration and the President. Minor revisions include a change in office of responsibility, change to numbering sequence, minor grammatical edits, an addition or change to a hyperlink, and/or a change in title or position.

5.2 The Office of University Compliance sends notification of the approved minor revisions as described in Sections 3.7 above.

6. PROCEDURES FOR UPDATES TO SYSTEM POLICIES AND REGULATIONS

6.1 The Office of University Compliance distributes all proposed System Policies and Regulations forwarded by the System Policy Office to the following individuals, at a minimum, for their review: President, vice presidents, and the department head for the designated office of responsibility. These individuals are responsible for distributing the proposed System Policies and Regulations within their areas for review. Any changes or comments received from employees are submitted to the Office of University Compliance, which forwards them to the System Policy Office.

6.2 The Office of University Compliance distributes all approved System Policies and Regulations as described in Section 6.1 above. These individuals are responsible for distributing, communicating, and providing training if needed, of approved System Policies and Regulations to employees in their areas. If it is determined that a University Rule or UAP should be developed or updated based on the changes in a System Policy or Regulation, the Office of University Compliance will process the changes in the same manner as a new/revised Rule or UAP.

Related Statutes, Policies, Regulations and Rules

System Policy 01.01 System Policies, Regulations, and Member Rules and Procedures

System Regulation 01.01.01 Format for Policies, Regulations, Rules and Procedures
Forms

Rule/University Administrative Procedure Development/Revision/Deletion Questionnaire

Contact Office

Office of University Compliance 936-261-2144