

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**



01.01.99.P0.01 Development and Publication of Prairie View A&M University Rules, Administrative Procedures and Guidelines

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UAP Purpose

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

Definitions

System Policy – guides the Texas A&M University System (system) by incorporating the Board of Regent's (board) 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 uniform 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, may be required by a system policy or regulation; directed by the board chair or chancellor; or created for matters unique to the university. University rules should be concise and understandable and contain minimal operational details. University rules must 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 with final approval by the chancellor.

University Administrative Procedure/Guideline – implements system policies and regulations and university rules. University administrative procedures/guidelines provide implementation instructions unique to the university. University Administrative Procedures/guidelines may be submitted to the System Policy Office for review. This may include 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.

Departmental/Standard Operating Procedure - detailed, written instructions on departmental operations and/or processes. The details in the procedure standardize the process and provide step-by-step how-to instructions that enable anyone within a specific department to perform the task in a consistent manner. Departmental/standard operating procedures serve as instructional resources that allow employees to act without asking for directions, reassurance, or guidance.

Official Procedures and Responsibilities

1. GENERAL

- 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 university rules, administrative procedures, and guidelines that are consistent with and subordinate to both system policy and regulation requirements. In instances where a conflict between a university rule, administrative procedure, or guideline and a system policy or regulation arises, the higher document will take precedence.
 - 1.1.1 In accordance with System Policy [01.01](#), all university rules must complete the university's internal review process and be submitted to the System Policy Office for review within six months of the related system policy's and/or regulation's publication, or board chair's or chancellor's request.
- 1.2 University rules, administrative procedures and guidelines represent PVAMU governance documents that require compliance by employees, students, and agents of the university.
 - 1.2.1 Noncompliance with system policies or regulations, and university rules, administrative procedures or guidelines may be considered grounds for disciplinary action up to and including termination of employees or expulsion of students.
- 1.3 University rules, administrative procedures and guidelines are subject to review and/or revision at any time and, at a minimum, are subject to a mandatory five-year review.
- 1.4 Directives or memoranda may be issued from time to time to address internal operational issues. These may not be specific university rules or administrative procedures, but rather directions to promote efficient, effective, and orderly university operations. All directives and memoranda must be in compliance with published system policies and regulations and university rules, administrative procedures and guidelines.
- 1.5 Departmental/standard operating procedures are department-based and do not have to follow the process outlined in this university administrative procedure.

2. RESPONSIBILITIES

- 2.1 The president has overall responsibility for university rules, administrative procedures and guidelines that govern PVAMU. The president or their designee must approve all university rules, administrative procedures and guidelines.
- 2.2 The president has delegated responsibility for maintenance of all university rules, administrative procedures and guidelines to the Office of University Compliance. The Office of University Compliance is responsible for:
 - 2.2.1 Coordinating the development, review, and routing for approval of university rules, administrative procedures and guidelines;
 - 2.2.2 Maintaining the university's Policy Library;
 - 2.2.3 Notifying the university community when new or revised university rules, administrative procedures and guidelines are posted or deleted; and,
 - 2.2.4 Coordinating the university's review comments and responses to the System Policy Office regarding draft system policies and regulations that impact university governance.
- 2.3 Based on the system policy and/or regulation, a contact office shall be designated for each university rule, administrative procedure and guideline. The contact office's responsibilities include:
 - 2.3.1 Working with stakeholders to develop content;
 - 2.3.2 Maintaining accurate and current information, including notifying the Office of University Compliance of any updates, edits or changes to hyperlinks within the university rules, administrative procedures and/or guidelines so that updates can be made;
 - 2.3.3 Providing interpretation; and,
 - 2.3.4 Performing periodic reviews and revisions of university rules, administrative procedures and guidelines as needed, or as designated by the five-year review cycle.
- 2.4 Each university supervisor is responsible for ensuring that employees within their departments have been trained and have access to system policies and regulations, university rules, administrative procedures and guidelines, and departmental/standard operating procedures pertinent to their job assignments.

3. DEVELOPMENT, REVISION, OR DELETION OF UNIVERSITY RULES, ADMINISTRATIVE PROCEDURES, AND GUIDELINES

- 3.1 Based upon approved system policies and regulations, the Office of University Compliance will determine whether the university needs to develop, revise, or delete a university rule, administrative procedure and/or guideline.

- 3.1.1 Requests for the development, revision or deletion of a university rule, administrative procedure or guideline may also originate from the president, a vice president, any office delegated with the responsibility for compliance with such university rules, administrative procedures and/or guidelines, or an office affected by a university rule, administrative procedure and/or guideline.

3.2 Development and/or Revisions

- 3.2.1 To initiate a request for development of a university rule, administrative procedure or guideline, the appropriate form from the [Office of University Compliance Forms Library](#) must be completed and submitted to the Office of University Compliance for review and routing for approval.

- 3.2.1.1 The Office of University Compliance, in coordination with the appropriate vice president(s), will review the request and determine appropriate action.

- 3.2.2 To initiate a request for revision of an existing university rule, administrative procedure or guideline, revisions must be submitted to the Office of University Compliance in a format that reflects and tracks the changes made to the original draft.

- 3.2.3 The development and/or revision of a university rule, administrative procedure and/or guideline is assigned to the appropriate contact office.

- 3.2.4 For all university rules, administrative procedures and/or guidelines, the contact office must submit a draft within 60 calendar days to the Office of University Compliance.

- 3.2.5 The contact offices must utilize the standardized PVAMU templates for university rules, administrative procedures, and guidelines.

- 3.2.6 The contact office will be responsible for developing and/or revising all university rules, administrative procedures and guidelines, through the joint efforts of other administrative unit head(s), stakeholders and the Office of University Compliance. The contact office will be responsible for ensuring that input from all stakeholders has been sought and incorporated into the university rules, administrative procedures, and guidelines as appropriate.

- 3.2.7 When developing and/or revising university rules, administrative procedures and/or guidelines, the contact office should ensure compliance with all applicable governing laws, system policies and regulations and current university rules, administrative procedures and guidelines including proper referencing.

- 3.2.8 The Office of University Compliance will format and number the university rules, administrative procedures and guidelines and will assist in the editing process to ensure that the documents are formatted and numbered in accordance with the system policy and/or regulation. In addition, the Office of University Compliance will assist in ensuring that the university rules, administrative procedures and guidelines are clear, complete, concise,

and compliant with applicable governing laws, system policies and regulations and current university rules, administrative procedures and guidelines.

3.2.9 All forms developed to support university rules, administrative procedures and guidelines must be included in the Related Statutes, Policies, Regulations, and Rules section and will be reviewed the Office of University Compliance for review and approval.

3.2.10 All university rules, administrative procedures and guidelines will be reviewed by the appropriate departments for their input prior to submission to the President's Cabinet for review.

3.2.10.1 All input must be returned to the Office of University Compliance within ten business days. Recommended changes will be reviewed and incorporated as necessary.

3.2.11 Upon review by the President's Cabinet, all university rules, administrative procedures, and guidelines will be submitted to the President for an official presidential review.

3.2.11.1 All input must be returned to the Office of University Compliance within ten business days. Recommended changes will be reviewed and incorporated as necessary.

3.2.12 University Rules

3.2.12.1 Upon review and approval by the President, university rules will be forwarded to the System Policy Office for a legal sufficiency review by the Office of General Counsel (OGC) and final approval by the chancellor, and, as applicable, approval by other designated parties.

3.2.12.2 Upon completion of the OGC's review, the System Policy Office will return the draft, along with any recommended changes to the Office of University Compliance. Recommended changes will be reviewed and incorporated as necessary and the Office of University Compliance will resubmit the draft to the System Policy Office for final approval.

3.2.12.3 Upon final system approval, the new or revised university rule will be submitted to the President, or their designee, for final university approval and signature and then returned to the Office of University Compliance.

3.2.13 University Administrative Procedures/Guidelines

3.2.13.1 Upon approval and signature by the President, the draft will be returned to the Office of University Compliance.

3.2.13.2 Upon receipt of the final approved draft, the Office of University Compliance will publish the university rule, administrative

procedure and/or guideline, in the university's [Policy Library](#) and distribute an electronic notification via the appropriate university list serve and other communication venues.

3.3 Deletions

3.3.1 To initiate a request to delete a university rule, administrative procedure or guideline, the Deletion Request Form from the [Office of University Compliance Forms Library](#) must be completed by the contact office and submitted to the Office of University Compliance for review and routing for approval.

3.3.2 The Office University Compliance will forward the request to the appropriate vice president(s) for review and approval.

3.3.2.1 All input must be returned to the Office of University Compliance within ten business days.

3.3.3 Upon review and approval by the appropriate vice president, the draft along with the request form will be returned to the Office of University Compliance.

3.3.3.1 All university rule deletion requests must be submitted to the System Policy Office for review and approval by the OGC and chancellor.

3.3.4 Upon receipt of the final approved documentation, the Office of University Compliance will delete the university rule, administrative procedure or guideline from the university's Policy Library and distribute an electronic notification via the appropriate university distribution list and other communication venues.

4. INTERPRETATION OF UNIVERSITY RULES, ADMINISTRATIVE PROCEDURES AND GUIDELINES

4.1 Each university rule, administrative procedure, and guideline will include the name and phone number of the contact office responsible for interpreting the university rule, administrative procedure or guideline. Persons needing interpretation should contact that office or the Office of University Compliance.

5. MINOR REVISIONS TO ESTABLISHED UNIVERSITY RULES, ADMINISTRATIVE PROCEDURES AND GUIDELINES

5.1 Minor revisions to existing university rules, administrative procedures and guidelines usually originate from the contact office and must be submitted to the Office of University Compliance for review and processing. Minor revisions include a change in numbering sequence, minor grammatical edits, an addition or change to a hyperlink, and/or a change in title or position. These minor revisions only require approval by the department head of the contact office.

5.2 If deemed necessary, the Office of University Compliance will send notification as described in Section 3.2.14 above of the approved minor revisions.

6. UPDATES TO SYSTEM POLICIES AND REGULATIONS

- 6.1 The Office of University Compliance will distribute all proposed new and/or revised 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 feedback relative to the drafts must be submitted to the Office of University Compliance by the requested deadline. The Office of University Compliance will forward the information to the System Policy Office.
- 6.2 The Office of University Compliance will distribute all approved new and/or revised system policies and regulations to the following individuals at a minimum: president, vice presidents, deans and department heads. These individuals are responsible for distributing, communicating, and providing training if needed, of approved system policies and regulations to employees in their areas. In addition, new and/or revised system policies and regulations will also be published in the university's [Policy Library](#) and distributed electronically via the appropriate university list serve and [other](#) communication venues.

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

[University Rule/Administrative Procedure/Guideline Development Request Form](#)

[University Rule/Administrative Procedure/Guideline Deletion Request Form](#)

Contact Office

Office of University Compliance 936-261-2144
