I. PURPOSE AND SCOPE

Lamar University administrative and business operations are subject to federal, State of Texas, Board of Regents, and the Texas State University System (TSUS) laws and regulations, and to standards of good business and management practice. University policies and procedures are developed to ensure compliance with these higher directives. These policies and procedures are compiled in the Manual of Administrative Policies and Procedures (MAPP).

This document provides guidelines for development and maintenance of administrative policies and procedures to assure effective and timely communication and compliance throughout the university community.

The policies and procedures within this manual apply to administrative and business operations in all university units. This publication excludes academic and student policies, which can be found in the Faculty Handbook and Student Handbook.

II. POLICY

A. Policies governing the operations of the System component universities are codified in the TSUS policies (http://www.tsus.edu/about/policies.html). The university shall develop policies and procedures to implement the TSUS policies where necessary and publish them on the Manual of Administrative Policies and Procedures (MAPP) web site using the format and processes defined in this document.

B. Lamar University MAPP documents may elaborate on TSUS policy where necessary. If there is no existing policy or guidance, the university may develop its own policies to the extent that they are consistent with prevailing law, regulations, and the TSUS policies.

C. Generally, MAPPs shall address the financial and business operations of Lamar University which are the responsibility of the Finance and Operations division. However, the Vice President for Finance and Operations may elect or agree to include matters pertaining to the university community but are the responsibility of other divisions.

D. All Lamar University personnel will have electronic access to the Manual of Administrative Policies and Procedures.
III. DEFINITIONS

A. Policy: A policy is a statement of principles and values guiding the performance of activities toward institutional goals. Policies are to be flexible, comprehensive, coordinated and ethical.

B. Procedure: A procedure is a defined course of processes - often composed of steps using established forms or methods - to achieve an objective.

C. Responsible party: The officer who has ultimate or delegated authority over and/or responsibility for a given policy area. This individual may also act as subject matter expert.

D. Subject matter expert (SME): An employee who is an expert in a policy-related issue and who typically works with the university policies and procedures coordinator, and/or the responsible party(ies) to create or revise policies or procedures. The SME may also act as a responsible party.

E. University Policies and Procedures Coordinator: The individual named by the Vice President for Finance and Operations with responsibility for distribution of draft policies and procedures for review.

IV. AUTHORITY OF POLICIES AND PROCEDURES

A. In the event of a conflict between any MAPP and a directive issued by a higher authority, the higher authority will govern, and the MAPP in question will be revised to reflect the directive of the higher authority.

B. In the event of a conflict between a MAPP and any other policy or procedure under the authority of the Vice President for Finance and Operations, the MAPP will govern and the superseded policy or procedure will be rescinded or rewritten to comply with the official policy.

C. In the event of a conflict between any MAPP and a directive issued by a university area other than the Division of Finance and Operations, the policy or procedure in question will be referred to the appropriate vice president for resolution.

V. FORMAT

A. All MAPP documents will be developed and published in a format consisting of the following key elements:

1. Header and Footer: Name or abbreviation of name of manual; section and area name (first header); document number; a clear and concise title describing the subject of the document and page number and total number of pages of the document.

2. Statement of Purpose and Scope: Statement of the rationale for the document, including reference to related higher regulations or policies, if applicable. A definition of the scope of applicability should be included where appropriate.
3. **Policy Statement:** A statement of the principles which form the basis of the policy. (This exists only in MAPPs written to address university-specific issues.)

4. **Definitions:** Definitions of terms used in the document.

5. **Supporting Policy Information:** Outline of the details of the policy, including roles and responsibilities.

6. **Procedures:** Outline of the steps to be followed for completing the process.

7. **Review and Responsibility:** Assigns oversight responsibility for the document and establishing a documented review schedule.

8. **Approval:** Signature and date lines for formal approval.

9. **References:** A list of citations and related documents.

10. **Revision Log:** A table with information documenting the revision history of the MAPP. All MAPPs will have Revision Log information included in the documentation starting in January 2017.

B. Each page of a MAPP will contain the subject, document number and original and current approval date.

VI. **FORMULATION AND REVIEW**

A. The need to create or revise a MAPP may arise anywhere at any time, but every MAPP must fall under the jurisdiction of an officer (typically the direct reports to the Vice President for Finance and Operations). The officer acts as the responsible party for the MAPPs.

B. When the need to create or revise a MAPP arises, the responsible party will assign or act as a subject matter expert (SME) to create a new draft or identify necessary revisions. The SME will then contact the university policies and procedures coordinator to obtain the MAPP template (for new documents) or a copy of the existing MAPP (for revisions) in electronic form. The SME will use revision tracking to document changes to existing MAPP documents. Upon completion, the SME will provide the new or revised draft to the University policies and procedures coordinator.

Note: MAPPs will also be forwarded to the responsible party by the university policies and procedures coordinator when the review period for the MAPP approaches. The responsible party is responsible for replying to the university policies and procedures coordinator with either the applicable updated document or an indication of “no updates required” by the end of the documented review period.

C. Housekeeping changes are not subject to the review cycle process, but will be posted on the Policies and Procedures web site, and may be commented upon if the document’s review period expired.
1. Policies will be reviewed as a matter of course because of the review due date within the policy itself. Upon review, some of these policies do not require substantive changes. In such cases, the review and subsequent change of the review date is considered a housekeeping change.

2. "Housekeeping changes" are changes which do not affect policy content, but may include corrected formatting or typos, references to supporting law or other policies, corrected titles, change of authority for the policy, updated contact or URL information, or minor text changes for clarity.

D. MAPPs will be reviewed by the Vice President for Finance and Operations. Any changes resulting from this preliminary review will be forwarded to the SME for review and implementation before beginning the campus review cycle.

E. The university policies and procedures coordinator will issue the draft to all necessary and interested parties across the campus for review.

1. General Counsel will review all MAPPs prior to distribution to other reviewers.

2. All reviewers will have no more than 20 working days to review a document and respond with changes.

3. Any suggested changes to the draft during campus review will be submitted in writing to the University policies and procedures coordinator. Substantive changes must be accompanied by a justification or rationale for the change.

4. The university policies and procedures coordinator will forward all responses to the SME. The SME will have five working days to determine which changes, if any, to include in the draft. The SME will make the approved changes and forward the redlined draft to the university policies and procedures coordinator. If the SME rejects a suggested change, the SME will indicate the reason for rejection with justification to the university policies and procedures coordinator.

5. The university policies and procedures coordinator will submit the redlined draft for review by the President's executive team.

6. Any changes to the draft during executive review cycle must be submitted in writing to the university policies and procedures coordinator.

7. At the end of the executive review, the university policies and procedures coordinator will forward any responses to the SME. The SME make the approved changes and forward the revised draft to the university policies and procedures coordinator.

8. The document will be distributed for the approval signature of the responsible party and the appropriate vice president.

9. The Office of the Vice President for Finance and Operations is responsible for submission of the policy to the President for signature. Once signed, the
document will be forwarded to the university policies and procedures coordinator for distribution and notification of approval to the MAPP Listserv.

10. To assist administrative staff in disseminating key changes in policies to their staff, the university policies and procedures coordinator will include quarterly policy updates on the main Policies and Procedures web page. Policy updates will also be sent to members of the MAPP Listserv and other interested parties as they occur.

F. Certain information within an official MAPP may become obsolete or require revisions due to changes in legislation or other higher authority; organizational structure; or administrative initiative. Additionally, legal authority may require that the Board of Regents or the President of Lamar University implement or approve certain policies to comply with federal or state law. When such information is not open for interpretation or debate, the document will not be subject to the standard review process. Instead, it will be revised in consultation with the General Counsel and submitted directly for approval signature.

G. Other circumstances may require that a MAPP be issued immediately (before the review process could be completed) or for a finite amount of time. Such a document will be issued as an "Interim" policy. Interim MAPPs shall be submitted through the regular review process during the next review cycle or as soon as practicable thereafter.

VII. DISTRIBUTION AND FILING

A. The university policies and procedures coordinator will maintain one electronic archival set of all MAPP documents.

B. All MAPPs will be maintained electronically at the web site.

VIII. IMPLEMENTATION, ENFORCEMENT, AND MONITORING

A. The vice presidents (or associate/assistant vice presidents) and General Counsel are responsible for monitoring the campus-wide implementation and enforcement of those MAPPs over which they have assigned authority.

B. College and division administrators are responsible for implementing and enforcing all MAPPs for their respective areas within 30 days of receipt or as necessary to maintain compliance with existing laws.

IX. RESCINDING MAPP DOCUMENTS

Only the President has the authority to rescind MAPP documents and does so only when clear justification exists.

A. Rescission proposals must be submitted in writing, accompanied by a thorough justification for the rescission, to the university policies and procedures coordinator.
B. LU personnel generating the rescission proposal are responsible for communicating the rescission and justification behind it to university offices impacted by the potential removal of the MAPP documentation.

C. The university policies and procedures coordinator will forward rescission proposals to the appropriate vice president for review. If the vice president accepts the proposal, he or she will submit the proposal to the President for review.

D. Once it has been determined that an existing MAPP should be rescinded, notification of this rescission will be communicated to the university community via the MAPP Listserv.

X. REVIEW AND RESPONSIBILITY

Responsible Parties:  Associate Vice President for Finance

Associate Vice President for Administration

Review:  Every three years on or before March 1

XI. APPROVAL

[Signature]
Vice President for Finance and Operations

[Signature]
President

Date of President's Approval: 12/16/16

XII. REFERENCES

REVISION LOG

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Approved Date</th>
<th>Description of Changes</th>
</tr>
</thead>
</table>