I. POLICY

A. Lamar University (LU) 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 Lamar’s Manual of Administrative Policies and Procedures (MAPP).

B. This document provides guidelines for developing administrative policies and procedures for Lamar University.

C. All LU personnel will have electronic access to the Manual of Administrative Policies and Procedures.

II. PURPOSE AND SCOPE

A. Policies governing the operations of component universities within the Texas State University System are codified in the TSUS policies [https://www.tsus.edu/about-tsus/policies.html](https://www.tsus.edu/about-tsus/policies.html). The university develops policies and procedures to implement the TSUS policies where necessary and publishes them in LU’s Manual of Administrative Policies and Procedures or MAPP.

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

C. The policies and procedures within the Lamar MAPP apply to university administrative and business operations. The MAPP does not govern academic and student policies, which can be found in the Faculty Handbook, Student Handbook, and related documents. In cases in which academic or student policy intersects with administrative policy, the issue in question will be referred to the appropriate governing bodies at Lamar for resolution.
III. AUTHORITY OF POLICIES AND PROCEDURES

A. When there is a conflict between a MAPP policy and a directive issued by a higher authority, the higher authority will govern, and the MAPP policy in question will be revised to reflect the directive of the higher authority.

B. When there is a conflict between a MAPP policy and an administrative or business policy, procedure, or directive issued by a university division, the MAPP will govern. The superseded policy or procedure will be rescinded or rewritten to comply with the MAPP policy.

C. The MAPP governs administrative and business operations at the university. When there is a conflict between a MAPP policy and a policy, procedure, or directive that falls outside administrative and business operations, the issue in question will be referred to the appropriate governing bodies at Lamar for resolution.

IV. DEFINITIONS

A. **Division of Finance and Operations Communications Specialist:** The LU employee, reporting to the Vice President for Finance and Operations, with responsibility for managing the MAPP process. The CS does not create MAPP policy.

B. **MAPP:** The term “MAPP” can refer to (1) individual policy documents (e.g., MAPP 01.01.01), or (2) the larger manual that groups these policies into a single document.

C. **MAPP Review Team:** This team is composed of LU community members from the faculty, staff, and administration. The Responsible Party or Parties for a MAPP also sit on the Review Team. A cross-section of the LU community, the team provides shared oversight of administrative policies and procedures affecting the university.

D. **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.

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

F. **Responsible Party:** The administrative officer who has responsibility for a given policy area. This person is head of the division (Finance and Operations, Information Technology, etc.) under which this policy falls. A MAPP policy may have more than one Responsible Party, including directors of units within a division or more than one division head. A Responsible Party may also act as a Subject Matter Expert.
G. **Subject Matter Expert (SME):** An LU community member who has expertise in a policy area and who works with the Responsible Party to create or revise policies or procedures. An SME may also act as a Responsible Party.

V. **FORMAT OF MAPPs**

A. MAPP policies follow a standard format to ensure consistency. This format is detailed in MAPP 01.01.02, the Administrative Policies and Procedures Handbook.

VI. **PROCEDURES**

A. **THE MAPP REVIEW PROCESS**

1. Each MAPP follows a set review schedule to ensure regular updates.

2. A member of the LU community may request that a MAPP be reviewed or may propose a new MAPP at any time. The community member is kept informed of the status of a request or proposal throughout the process.

3. MAPPs scheduled for regular review, requests for review of MAPPs, and proposals for new MAPPs are sent to the MAPP Review Team.

4. The MAPP Review Team consists of the following LU community members:

   a) The Faculty Senate President.
   b) The Staff Council President.
   c) One member from Academic Affairs, appointed by the Provost.
   d) One member of Deans Council.
   e) The Responsible Party for a MAPP or proposed new MAPP.

   **Note.** Review Team members may appoint a designee. The designee must serve in the same organization as the team member (i.e., member of Faculty Senate, Staff Council, Deans Council, etc.).

5. The Review Team may take no action, edit an existing MAPP, or draft a new MAPP. The team may request the assistance of Subject Matter Experts to draft or edit MAPPs.

6. Once the Review Team has completed its review, the policy is submitted to the Texas State University System Vice Chancellor and General Counsel (“General Counsel”) or his/her designee prior to execution or implementation (TSUS Rules and Regulations, Chapter III, Paragraph 3). The General Counsel or designee shall ensure that the MAPP complies with TSUS policies and applicable state and federal law and regulations. The MAPP is revised as needed based on General Counsel review.
B. APPROVAL OF MAPPs

1. Once the review process is complete, a MAPP is submitted to the President and President’s Cabinet, whose members advise the President on the MAPP. The President makes the final decision to approve or reject a MAPP.

2. If approved by the President, the policy is published to the MAPP website.

3. If the President does not approve the MAPP, the policy may go through the review process again, with changes as needed.

C. MAPPs IN EXCEPTIONAL CIRCUMSTANCES

1. Changes in legislation, legal authority, or other higher authority may require that the Board of Regents or LU President implement or approve certain policies to comply with federal or state law. When such changes are not open for interpretation or debate, a MAPP policy will not be subject to the standard review process. Instead, in consultation with the General Counsel or designee, the MAPP will be submitted directly for approval.

2. Other circumstances may require that a MAPP policy be issued immediately or for a limited amount of time. In these cases, the MAPP will be issued as an interim policy. Interim MAPPs are identified as such on the Approval page of the MAPP and in its Revision Log. Interim MAPPs will undergo the full review process as soon as practicable or during the next regularly scheduled review cycle.

D. PUBLICATION AND ARCHIVING OF MAPPs


2. A complete set of MAPP policies, including current and archived versions, is maintained in the electronic files of the Division of Finance and Operations.

E. IMPLEMENTATION AND COMPLIANCE

1. All LU personnel are expected to comply with current MAPP policies.

2. Division, unit, and department heads are responsible for implementing and monitoring compliance with MAPPs that fall under their area.
F.  RESCINDING MAPPs

1.  MAPP policies may be rescinded when clear justification exists. Proposals to rescind MAPPs must be submitted in writing.

2.  Rescission proposals are reviewed by the MAPP Review Team, TSUS Vice Chancellor and General Counsel or designee, President’s Cabinet, and President.

3.  In consultation with the General Counsel or designee, the President makes the final decision to approve or reject rescinding a policy.

VII.  REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before March 1

VIII.  APPROVAL

This MAPP is approved on an interim basis and will undergo the full review process as soon as practicable or during the next regularly scheduled review cycle.

_________________________  _______________________
Edward Craig Ness             07/11/2019
Vice President for Finance and Operations  Date

_________________________  _______________________
Kenneth R. Evans              07/11/2019
President of Lamar University  Date

REVISION LOG

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Date</th>
<th>Description of Changes</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>12/16/2016</td>
<td>Initial version approved by President.</td>
</tr>
<tr>
<td>2</td>
<td>07/10/2019</td>
<td>MAPP 01.01.01 revised to clarify MAPP procedures at Lamar University.</td>
</tr>
<tr>
<td></td>
<td>07/11/2019</td>
<td>Revised MAPP approved by President as an interim policy.</td>
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