I. POLICY

A. Lamar University (LU) develops policies for administrative and business operations aligned with Texas State University System (TSUS) policies, federal and state laws, and other higher authorities. These policies are compiled in Lamar’s Manual of Administrative Policies and Procedures (MAPP). All LU personnel will have electronic access to the Manual of Administrative Policies and Procedures.

B. This MAPP outlines a consistent format for MAPP policies and a standardized, transparent process for developing these policies. The university contends that consistency and transparency lead to more equitable policies as LU community members can more readily comprehend and respond to the policies that govern administrative and business operations.

II. PURPOSE AND SCOPE

A. The university’s goal is policies that are consistent and transparent in format and process. Section IV of this MAPP covers the format of MAPP policies. Section V covers the process or procedures for developing, revising, and approving MAPPs.

B. The policies and procedures within the Lamar MAPP apply to university administrative and business operations. The MAPP does not govern academic and student policies. Cases may arise in which academic or student policies intersect with administrative policies or in which a conflict exists between the MAPP and a policy, procedure, or directive that falls outside administrative and business operations. In these cases, the issue in question will be referred to the appropriate governing bodies at Lamar for resolution.

III. 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 Communications Specialist does not create policy.
B. **MAPP.** The term “MAPP” can refer to (1) individual policy documents (e.g., MAPP 01.01.02), 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 Communications Specialist and/or Responsible Party to create or revise policies or procedures. An SME may also act as a Responsible Party.

IV. **FORMAT OF MAPPs**

A. This MAPP (01.01.02) visually represents the format of a MAPP policy and serves as a guide for formatting these documents. In addition, a template for MAPP policies is available on the MAPP website.

B. MAPP policies include the sections below in the order indicated. Sections with an asterisk (*) are required. Other sections may be omitted if not needed in that policy.

- **Page Header and Footer.** The header contains the policy number (MAPP 01.01.02) and a clear and concise policy title (e.g., Administrative Policies and Procedures Handbook). The footer contains the dates of policy approval by the Lamar President as well as the page number and total number of pages in the policy. This MAPP (01.01.02) offers a sample page header and footer.

- **Document Heading.** All MAPP policies include a heading with the university name, the full manual title (Manual of Administrative Policies and Procedures), and the policy number, section, area, and subject (i.e., policy title). The first page of this MAPP (01.01.02) offers a sample document heading.
• **Policy.** The policy is stated, completely yet succinctly. To be complete, a policy statement should clearly identify the administrative or business issue being addressed, the university’s position on this issue, and the principles that form the basis of the policy. To be succinct, a policy statement should avoid too much detail or reference to exceptions and nuance, which might be better addressed in another MAPP section.

• **Purpose and Scope.** The rationale for the policy is stated, including reference to related regulations or policies, as needed. The scope or applicability of the policy is defined.

• **Definitions.** Key terms used in the policy are defined, especially terms critical to understanding the policy, specific to this policy, or unfamiliar to readers.

• **Policy Roles and Responsibilities.** This section lists the individuals (by title, not name) and their roles in implementing the policy and their responsibilities. This section does not list the procedures or steps these individuals follow.

• **Procedures.** The steps required to implement the policy are listed. Steps should be complete but not overly detailed. The author should decide which information (including warnings) is essential for completing the process and which information a reader would reasonably know already and could be safely left out.

• **Additional Section(s) If Needed.** At this point, any section(s) needed to fully understand or implement the policy are added. Often, this information can be embedded in other sections. At times, this information is critical enough to merit its own section.

• **References.** This section lists outside documents or sources used to write the policy. This section is similar to the References list at the end of an article. To avoid disrupting the policy’s readability, in-text citations should be used sparingly or cited with a superscript number + full citation in this References section. (Note. Related policies might be better listed under Purpose and Scope or in their own, stand-alone section.)

• **Review and Responsibility.** This section assigns oversight responsibility for the policy and establishes a document review schedule.

• **Approval.** Approval lines are included for name, university title, and date to document official approval of the policy. University personnel who must approve the policy will differ depending on the policy. However, because every policy must be approved by the University President, all MAPP documents will have an approval line for the President.
• **Revision Log.** This table tracks the creation and revision history of the policy. All MAPP policies must have a complete Revision Log to ensure an accurate history of the policy. The Revision Log is formatted as follows:

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Date</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>mm/dd/yyyy</td>
<td>(sample) Initial version created.</td>
</tr>
<tr>
<td></td>
<td>mm/dd/yyyy</td>
<td>(sample) Initial version approved by President.</td>
</tr>
<tr>
<td>2</td>
<td>mm/dd/yyyy</td>
<td>(sample) Policy was revised to . . .</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(sample) The following changes were made . . .</td>
</tr>
</tbody>
</table>

• **Appendices.** When necessary, documents referenced within or in support of a policy may be attached. These appendices should be attached after the Revision Log. Appendices should be clearly labeled and readable.

V. **PROCEDURES**

A. **REVIEWING MAPPs AND PROPOSING NEW MAPPs**

1. Existing MAPPs follow a review schedule to ensure regular updates. The Communications Specialist tracks which MAPPs are scheduled for review.

2. A member of the LU community may request that a MAPP be reviewed or may propose a new MAPP at any time. These requests and proposals should be sent to the Communications Specialist. The specialist sends an email acknowledging receipt to the LU community member.

3. Each month, the Communications Specialist prepares a list of (1) MAPPs scheduled for their regular review, (2) requests for review of MAPPs not scheduled for review, and (3) proposals for new MAPPs.

4. If no MAPPs are scheduled for review that month or if no new MAPP requests or proposals have been submitted, the Communications Specialist makes note of this in an email sent to the MAPP Review Team. If MAPPs, requests, or proposals are ready for review that month, the Communications Specialist sends the list and accompanying documents (policies, proposals, etc.) to the Review Team.

5. The MAPP Review Team consists of the following Lamar personnel:

   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.).

6. Team members review regularly scheduled MAPPS immediately.

7. Team members have five business days to approve or reject MAPP requests or proposals. If a team member does not reply within five days, the lack of response is recorded as an abstention.

8. The Communications Specialist sends, by email, the Review Team’s decision to the LU community member who submitted the request or proposal.

**B. REVISING EXISTING MAPPS**

1. During a MAPP review, if the Review Team does not recommend any updates or changes to a policy:

   • The Communications Specialist notes this (e.g., “no updates needed”; “no changes recommended”) in the policy’s Revision Log.

   • If a MAPP was scheduled for its regular review, it must be re-approved by the President, despite having no changes. The President’s approval indicates that the policy remains current.

   • If a MAPP was not scheduled for review but an LU community member requested a review, the Communications Specialist informs the community member, by email, that the Review Team has recommended no changes. Because the MAPP was not reviewed on its regular schedule and no changes were made, the policy does not need to be re-approved by the President.

2. During a MAPP review, if Review Team members recommend updates to a MAPP, the team and any Subject Matter Experts have 10 business days to revise and return the policy to the Communications Specialist. Not submitting revisions within 10 business days is taken as approval of the policy as-is, unless extenuating circumstances prevented the team member from revising the policy.

3. The Communications Specialist may assist in editing or proofreading the policy, under the direction of the Review Team and SMEs.

4. Reviewers use revision tracking tools to identify changes.
5. The Communications Specialist has five business days to make the changes noted by the Review Team and SMEs.

6. The Communications Specialist submits the revised policy 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. Changes indicated by the General Counsel or designee are made by the Communications Specialist.

C. WRITING NEW MAPPS

1. If the Review Team approves a new MAPP, the team and any Subject Matter Experts draft the new policy. The team and SMEs may divide the work as needed; however, to ensure shared oversight of MAPPS, all Review Team members are expected to participate actively in the process.

2. The Communications Specialist may assist in editing or proofreading the policy, under the direction of the Review Team and SMEs.

3. The Review Team and SMEs have 10 business days to return the draft to the Communications Specialist. If a team member or SME does not submit their draft within 10 business days, this is taken as approval of the remaining members’ draft as-is, unless extenuating circumstances prevented the team member from working on the draft.

4. The Communications Specialist submits the MAPP to the General Counsel or designee for review. Changes indicated by the General Counsel or designee are made by the Communications Specialist.

D. APPROVING MAPPS

1. The review process complete, the Communications Specialist submits new or revised MAPPS to the President and President’s Cabinet, whose members advise the President on the MAPP. (The Cabinet includes the Vice President under whose division the policy falls. This Vice President is also the Responsible Party for the MAPP. Certain MAPPS may have more than one Vice President/Responsible Party.)

2. The President makes the final decision to approve or reject a MAPP.
3. If approved by the President, the MAPP is returned to the Communications Specialist, who publishes the policy to the MAPP website and notifies the university community of the approved MAPP.

4. If the President does not approve the MAPP, the policy is returned to the Communications Specialist and may go through the review process again, with changes as needed.

E. MANAGING “HOUSEKEEPING” CHANGES

1. “Housekeeping” changes do not affect substantive MAPP content but may include correcting format, typos, titles, or references to supporting law or other policies; updating contact or URL information; or making minor text changes for clarity.

2. Housekeeping changes may be made anytime a change is needed. The Communications Specialist makes housekeeping changes and lists these in the MAPP policy’s Revision Log. Housekeeping changes do not require the President’s approval except during regularly scheduled reviews of the MAPP policy.

3. During a regularly scheduled MAPP review, only housekeeping changes may be found. In these cases, the changes should still be listed in the policy’s Revision Log. The MAPP must still be approved by the President to indicate that the MAPP has been reviewed and remains current.

F. MANAGING MAPPS IN EXCEPTIONAL CIRCUMSTANCES

1. A MAPP policy may become obsolete or require revisions due to changes in legislation or other higher authority. 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 changes are not open for interpretation or debate, a MAPP policy will not be subject to the standard review process. Instead, it will be revised in consultation with the General Counsel or designee and 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.

G. PUBLISHING AND ARCHIVING MAPPS

1. A current version of the Manual of Administrative Policies and Procedures is published electronically on a portion of the Lamar website dedicated to this purpose.
To maintain accuracy, MAPP publication is centralized on this site. University departments or units that wish to publish MAPPs on their sites are required to link back to the central MAPP site, rather than re-publish (“copy and paste”) MAPPs on their sites. The Communications Specialist is responsible for maintaining the central MAPP site.

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. The Communications Specialist is responsible for maintaining these files.

H. IMPLEMENTATING MAPPs AND MONITORING COMPLIANCE

1. All LU personnel are expected to comply with new or revised MAPPs as they are published.

2. Division, unit, and department heads are responsible for implementing and monitoring compliance with MAPPs that fall under their area. Administrators may consult with the General Counsel or designee, as needed, on implementation and compliance.

3. Cases in which members of the university community may be out of compliance with current MAPPs are handled under the university’s policies and procedures for compliance.

I. RESCINDING MAPPs

1. MAPP policies may be rescinded when clear justification exists. The process for rescinding a MAPP is as follows:

   • Members of the LU community must submit a rescission proposal in writing to the Communications Specialist. The proposal must explain and justify the MAPP’s removal, including to university offices impacted by the potential removal of the MAPP.

   • The Communications Specialist sends a copy of the rescission proposal to university offices that would be impacted by the MAPP policy’s removal. These offices have five business days to comment on the proposal and return their comments to the Communications Specialist. If an office does not reply within five business days, the lack of response is recorded as an abstention.

   • After the MAPP is reviewed by affected offices, the Communications Specialist forwards the rescission proposal and any comments from these offices to the MAPP Review Team. The Review Team has 10 business days to review the rescission proposal and comments and recommend approving or rejecting the
proposal. If a team member does not reply within 10 business days, the lack of response is recorded as an abstention.

- If the Review Team approves the rescission proposal, the Communications Specialist submits the proposal to the General Counsel or designee, the President’s Cabinet, and the President for review.

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

2. If the President rejects rescinding a MAPP, this is noted in the Revision Log but no further changes are made to the MAPP. The Communications Specialist informs, by email, the community member who submitted the proposal that the MAPP will not be rescinded.

3. If the President approves rescinding a MAPP:

   - The Communications Specialist adds a notice to the document header on the first page of the MAPP. The header states that “This MAPP has been rescinded as of mm/dd/yyyy.” Beneath this notice, approval and date lines are added for the President and MAPP’s Responsible Party.

   - The Communications Specialist notes the rescission in the MAPP document’s Revision Log and archives the rescinded MAPP in the electronic files of the Division of Finance and Operations.

   - The Communications Specialist removes the rescinded policy from the MAPP website and communicates this rescission to the university community.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before March 1

(Approvals and Revision Log on next page.)
VII. 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>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07/10/2019</td>
<td>This MAPP drafted to provide more detail about MAPP format and procedures, to ensure consistency across all MAPPs as they are created or revised.</td>
</tr>
<tr>
<td></td>
<td>07/11/2019</td>
<td>MAPP approved by President as an interim policy.</td>
</tr>
</tbody>
</table>