

TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: General Administration

NUMBER: 01.01.01

AREA: Administrative Guide

TITLE/SUBJECT: Administrative MAPPs System Process

I. POLICY STATEMENT:

1. In accordance with Board of Regents Policy, the Manual of Administrative Policies and Procedures (“MAPPs”) of Texas Southern University (“the University”) shall set forth guidance and procedures to implement policies adopted by the board.
2. All University personnel and faculty shall have access to the MAPPs via the University’s website.

II. PURPOSE AND SCOPE:

1. The MAPPs is intended to specify guidance and procedures to implement Board policies.
2. The MAPPs is also intended to establish uniform guidance and procedures on matters of overall university concern that are not addressed in Board policy.
3. This document describes the process for creating, revising, publishing, formatting, enforcing, and monitoring the MAPPs.
4. The MAPPs applies to all staff, faculty, administrators, and agents representing the University, unless specifically mentioned otherwise.
5. This Administrative MAPPs System Process applies only to the MAPPs and does not apply to policies and procedures that, by their purpose and scope, apply only to a specific department or college within the University.

III. DEFINITIONS:

1. **Board:** The Board of Regents of Texas Southern University.
2. **Board Policies:** The board adopts official policies to establish direction for the University. The president is responsible for implementation of the policies adopted by the board. Board policies are intended to govern the actions and conduct of the individual regents, administrators, employees, and agents representing the University. The board requires of its members, administrators, employees, and agents to comply with all board policies at all times.

3. **Manual of Administrative Policies and Procedures (MAPPs):** The administration's policies and procedures created and enforced to implement board policies. The entire manual is referred to within this policy as the MAPPs and the official repository for the MAPPs is located on the University's website at <http://www.tsu.edu/mapp/>. MAPPs support the university's mission, ensure compliance with applicable laws and regulations and have broad application throughout the University, thus impacting more than one Functional Area or department. MAPPs are codified into nine Policy Sections, based on the overall subject matter of which the individual MAPP pertains to. An individual policy contained within the MAPPs is referred to within this policy as a MAPP.
4. **Policy:** This is the University's position on the subject matter and may state who should follow the policy, when the policy applies, and list any major conditions or restrictions. Language should be clear and concise and contain sufficient information on the subject without being excessive in length.
5. **Procedure:** Activity instruction required for the performance of a function in accordance with a policy.
6. **MAPPs Coordinator:** The University employee, appointed by the University's General Counsel, that is responsible for facilitating with Policy Owners and Responsible Parties the management of policy development, review and approval process. The MAPPs Coordinator is also responsible for policy publication and communication, the policy website, policy review schedule, and performing other responsibilities as may be necessary related to MAPPs administration and management.
7. **Administrative MAPPs System Process:** The process defined within this policy for establishing, publishing, cataloging, updating, and administering the maintenance of all official MAPPs.
8. **Formal Process:** This occurs when proposed MAPP changes may be subject to interpretation. Proposed policy changes may be subject to interpretation when the language may be unclear or when more than one meaning may be derived. If it is unclear, the MAPPs coordinator determines when a policy must follow the Formal Process except as it relates to changes to this Administrative MAPPs System policy for which the General Counsel will determine the appropriate Formal or Informal process flow. A MAPP revision routed through the Formal Process requires a formal implementation plan.
9. **Informal Process:** This occurs in the following instances:
 - (i) Update to a MAPP based upon changes to the law, which is not subject to interpretation or debate;
 - (ii) A MAPP requires only minor changes such as grammar or spelling; or
 - (iii) An Emergency Interim MAPP.
10. **Policy Section:** The divisions of the MAPPs into groupings of policies related to common general subject matter. The MAPPs Coordinator is responsible for the creation, removal, and renaming of Policy Sections as well as the classification of policies into Policy Sections.

11. **Policy Area:** The policy subject matter covered by the University’s MAPPs for which a Responsible Party has responsibility and authority. A Policy Area may be an entire policy section of the MAPPs or a portion of a policy section that directly relates to a Policy Area. Judgement about whether a policy directly relates to a Policy Area will be determined by the MAPPs Coordinator.
12. **Functional Area:** A major function or oversight function based on existing administrative structures of the University as defined in Section IV (2).
13. **Responsible Party:** The University employee leading the Functional Area identified as having responsibility and authority over a MAPPs Policy Area in Section IV (2).
14. **Owner:** The responsible University employee from a college, department, division, office, or school related to a specific MAPP appointed by Responsible Party and identified in a listing maintained by the MAPPs Coordinator.
15. **Cabinet:** The group of senior University leadership is designated by the University President. As of the effective date of this policy, the Cabinet is typically made up of the executive leadership team with titles such as Provost and Senior Vice President of Academic Affairs, Chief Financial Officer *or designee*, Consulting Vice President of Development *or designee*, Vice President of Research and Innovation, Vice President of Intercollegiate Athletics, General Counsel *or designee*, Chief of Staff *or designee*, Senior Executive Advisor, and Executive Director of Procurement. The President shall have the sole discretionary power to add or designate additional cabinet members to effectuate and accomplish the University’s goals and mission.¹
16. **MAPPs Workflow System (MWS):** The information technology workflow application established by the MAPPs Coordinator that is configured to encompass the workflow for proposing, processing, and approving changes to the MAPPs.
17. **Policy Review Taskforce (PRT):** The internal stakeholders of a proposed policy change identified for a Formal Process MAPP update. The stakeholders are those designated as Responsible Party, Owner, or are selected representatives from departments, colleges, or other groups affiliated with the University and may include identified external Subject-Matter Expert(s). The PRT is designed to allow for stakeholder input to policy development or revision and is not a body with approval authority over policy changes.
18. **Subject-Matter Expert:** An employee or agent who exhibits the highest level of expertise in knowledge or performing a specific job, task, or skill with the University, and who typically works with the Responsible Party and Owner to create or revise the MAPPs.
19. **Texas Southern University (the University):** A coeducational institution of higher education located in the city of Houston. (*See Chapter 106 of the Texas Education Code*).

IV. MAPPs AUTHORITY AND RESPONSIBILITY:

1. The President delegates to the Office of General Counsel the responsibility and authority for establishing the Administrative MAPPs System Process defined in this policy, related

¹ This update is based on an Emergency Interim MAPP.

information technology system solutions, and required employee or contractor resources to carry out the Administrative MAPPs System Process. Under this authority the Office of General Counsel appoints the MAPPs Coordinator.

2. The President delegates primary responsibility and authority for MAPPs content to the Responsible Party responsible for a Functional Area. Responsible Party assignments are based on existing administrative organizational structures, as identified in the organizational chart in place at the effective date of this policy, with functional compliance responsibilities for each Policy Area as follows:

| Functional Area | Policy Area |
|------------------------------|---|
| Academic Affairs | Faculty and Academic Personnel, Academic Affairs, and Research |
| Student Services | Student Affairs, Including Enrollment, Financial Aid, Student Services, Campus Services, and Residential Life and Housing |
| University Advancement | University Advancement, Development, and Alumni Relations |
| Marketing and Communications | Marketing and Communications |
| Administration and Finance | University-Wide Business Management, Fiscal Affairs, Purchasing, Procurement, Funding, Planning and Budgeting, Treasury, General Accounting, Billing and Collections, Facilities and Physical Plant, Central Warehouse Operations |
| Human Resources and Payroll | Payroll, Compensation, Benefits, Employee Relations, Recruiting and Employment, Employee Records, and Employee Safety |
| Information Technology | Computer and Informational Technology, Information Security |
| Office of Compliance | Title IX, Policy Compliance and Enforcement |
| Office of General Counsel | Administrative Guide, Organization, Expert Reporting, Intellectual Property, Records Management, Contracts, Restitution, and Legal Matters |
| Governmental Relations | Governmental Relations Matters |
| Internal Audit | Internal Audit |
| Campus Police | Public Safety and Campus Police Matters |

3. In the event of a conflict between a MAPP and any other oral or written memoranda, instruction, policy, or procedure within the University, the MAPP will govern. Accordingly, the MAPP will supersede such memoranda, instruction, policy, or procedure. Revocation and revision will take place to bring superseded items into compliance with the MAPP.

4. In the event of a conflict between any MAPP and a policy or procedure promulgated by a higher authority (*e.g.*, federal law, state law, Coordinating Board policy, or Board of Regents policy), the higher authority will govern, and the MAPP in question will be revised to reflect the policy or procedure of the higher authority.

V. FORMAT:

1. MAPPs shall be developed and published in the format consisting of at least the following key elements:
 - i) Section Name: Determine which section the MAPP belongs to – *i.e.*, General Administration, Human Resources, Fiscal Affairs, Operations Services, Student Affairs, Academic Affairs, University Advancement, General Counsel, Internal Audit, or their equivalents.
 - ii) Area Name: Determine the Policy Area in which the MAPP relates to.
 - iii) Title/Subject: Sets the title of the policy for reference and describes the subject of the MAPP.
 - iv) Date: As a footer, list the prior version date along with the latest revision date.
 - v) Number: Reference number of the policy within the MAPPs that corresponds with the Policy Section and specific policy within that Policy Section of the MAPPs. The MAPPs Coordinator establishes and maintains the policy reference schema and assigns policy numbers.
 - vi) Purpose and Scope: May cite board policy, legislation, regulations or other basis for the development of the MAPP. This may also include statements of organizational objectives to be achieved by implementation of the MAPP and categories of individuals that the MAPP applies to.
 - vii) Policy Statement: A concise statement of the University's position on the subject matter and may state who should follow the policy, when the policy applies, and list any major conditions or restrictions. Language should be clear and concise and contain sufficient information on the subject without being excessive in length.
 - viii) Definitions: Defines important/critical terms used in the MAPP.
 - ix) Procedures: Activity instruction required for the performance of a function in accordance with a policy.
 - x) Review and Responsibility: Policy Owner review every two years on or before August 31.
 - xi) Approval Signatures: Signature lines with title of person(s) approving and date of approval.

VI. FORMULATION AND REVIEW:

1. Every MAPP should fall under a Policy Area of a Responsible Party as described in Section IV (2) of this policy. The Responsible Party may designate an Owner for a policy in a Policy Area under their authority.
2. A Responsible Party or Owner may contact the MAPPs Coordinator and submit a proposal through the MWS for a new MAPP or for revisions to an existing MAPP. The MAPPs Coordinator may also initiate a proposed policy revision task within the MWS.
3. The MAPPs Coordinator determines whether a policy proposal meets the MAPPs definition or instead applies to single department or college which should be established as a policy of that specific department or college. Upon determination, the MAPPs Coordinator will appropriately route the policy proposal for further approval or decline it within the MWS.
4. The MAPPs Coordinator presents proposed changes to the MAPPs to the Cabinet for discussion on whether to proceed with the changes. The Cabinet may approve the proposal, recommend revisions to the proposal, or deny the proposal.
5. If a MAPPs revision proposal is approved by the Cabinet, the MAPPs Coordinator determines whether the proposed changes require formal or informal review process and updates the task assignments in MWS.
6. Formal Process: Each step below must first take place before proceeding to the next step:
 - i) The MAPP Owner consults with the MAPPs Coordinator to draft a new or revised MAPP.
 - ii) The MAPP Owner consults with the MAPPs Coordinator to identify and develop a list of stakeholders to form a Policy Review Taskforce (PRT) for the review process at the initial meeting. Upon establishing the PRT, the MAPPs Coordinator revises the task assignments in the MWS.
 - iii) The MAPPs Coordinator meets with the PRT and provides the draft policy. The PRT has 5 business days for comment within the MWS. The final proposed policy with PRT input is compiled by the MAPPs Coordinator.
 - iv) The MAPPs Coordinator submits the final new or revised MAPP to the Cabinet or designee(s) for approval.
 - v) If not approved, the MAPPs Coordinator makes appropriate disposition in the MWS and the process returns to Section VI. (6)(iii) for further edits. The MAPPs Coordinator has discretion to determine whether a new University-wide comment period should be established based on the significance of policy changes.
 - vi) The MAPPs Coordinator posts a draft policy for 20 business days for University-wide comment.

- vii) At the conclusion of the open review period, the MAPPs Coordinator meets with Owner and the PRT to review all responses and make all necessary edits.
 - viii) Upon approval by the President and the Cabinet, the MAPPs Coordinator obtains all necessary electronic signatures and updates task assignments in the MWS to proceed to publishing.
 - ix) The MAPPs Coordinator forwards the new MAPP to the Office of Information Technology for posting on the MAPPs website as defined in Section VII (2). The MAPPs Coordinator will end the policy change task in the MWS.
7. Informal Process: Each step below must first take place before proceeding to the next step:
- i) The MAPP Owner consults with the MAPPs Coordinator to draft a new or revised MAPP.
 - ii) The MAPPs Coordinator submits the final MAPP to Cabinet or designee(s) for approval.
 - iii) If not approved, the MAPPs Coordinator makes appropriate disposition in the MWS and the process returns to *VI. (7)(i)* for further edits.
 - iv) Upon approval by the President and Cabinet, the MAPPs Coordinator obtains all necessary electronic signatures and updates task assignments in the MWS to proceed to publishing.
 - v) The MAPPs Coordinator forwards the new MAPP to the Office of Information Technology for posting on the MAPPs website as defined in Section VII (2). The MAPPs Coordinator will end the policy change task in the MWS.
8. Emergency Interim MAPP: Circumstances may require that a MAPP be issued immediately to implement federal and state laws, or regulatory actions in a timeframe that does not allow for the full review process to be completed or is only necessary for a finite amount of time. Such a document will be issued as an “Interim” policy.
- i) A Responsible Party or Owner may contact the MAPPs Coordinator and submit an interim policy proposal through the MWS.
 - ii) The Owner consults with the MAPPs Coordinator to draft a new Emergency Interim MAPP.
 - iii) The MAPPs Coordinator submits the final MAPP to the President or designee(s) for approval.
 - iv) If not approved, the MAPPs Coordinator makes appropriate disposition in the MWS and the process returns to *VI. (8)(ii)* for further edits.
 - v) The MAPPs Coordinator forwards the new interim MAPP to the Office of Information Technology for posting on the MAPPs website as defined in Section VII (2). The MAPPs Coordinator will end the policy change task in the MWS.

- vi) Interim documents will be assigned an expiration or replacement date, with a maximum term up to six months from the date of issuance. If the interim document is not replaced with an official document within the expiration or replacement date, the interim document will expire and will not be subject to official rescission processes.

VII. DISSEMINATION AND FILING:

1. The Owner will coordinate with the MAPPs Coordinator to determine the appropriate method of dissemination, communication, and training for a new or revised MAPP based on policy change impact levels and identification of the population of stakeholders impacted. The MAPPs Revision Dissemination Matrix maintained via the Internet will serve as a guide for the Owner and the MAPPs Coordinator in determining the level of dissemination, communication, and training to provide for any revision to the MAPPs.
2. All official MAPPs will be maintained via the Internet at <http://www.tsu.edu/mapp/>. All official MAPPs will be placed promptly on the website after approval and signatures.
3. Revisions to MAPPs will be summarized in a brief policy abstract and maintained via the Internet for at least 180 days after the policy effective date.

VIII. IMPLEMENTATION

1. A formal implementation plan is required for a policy approved through the Formal Process. The policy Owner will coordinate with the MAPPs Coordinator on an implementation plan.
2. A policy implementation plan should identify plan objectives, target audience, necessary resources, and timing.
3. The Responsible Party and Policy Owner for each Policy Area is responsible for ensuring processes are implemented within their functional area of responsibility to comply with MAPPs.

IX. ENFORCEMENT

1. The Responsible Party for each policy area shall inform the Office of Compliance when a violation of MAPPs has occurred or is reasonably suspected to have occurred.
2. The Office of Compliance is responsible for investigating instances in which a violation of MAPPs may have occurred and recommending enforcement action to the President.
3. The Chief Audit Executive is responsible for investigating instances in which a violation of MAPPs may have occurred by the President or the Cabinet and recommending enforcement action to the Board of Directors.

X. RESCINDING MAPPs:

1. Rescission proposals must be submitted in writing, accompanied by a thorough justification for the rescission to the MAPPs Coordinator. The MAPPs Coordinator will initiate a proposed policy revision task within the MWS.

2. The MAPPs Coordinator will forward rescission proposals to the appropriate Owner for review.
3. If the Owner accepts the proposal, the MAPPs Coordinator will refer to formal process outlined in Section VI. FORMULATION AND REVIEW section of this policy.

XI. PERIODIC MAPP MONITORING AND REVIEW:

1. Policy Owner Review: Every two years, the Owner must submit a policy review confirmation to the MAPPs Coordinator.
 - i) Policy Owner shall submit a policy review confirmation through the MWS attesting there have been no changes to the regulatory or operational environment surrounding the policy.
 - ii) If changes are required, the Policy Owner shall refer to the process outlined in Section VI. FORMULATION AND REVIEW section of this policy.
2. MAPPs Coordinator Review: Every five years, on or before August 31.
 - i) Upon receipt of a second consecutive policy review confirmation from a Policy Owner attesting there have been no changes, the MAPPs Coordinator will consult with the Policy Owner to identify the appropriate stakeholders to form a PRT. The MAPPs Coordinator will create the necessary tasks in the MWS.
 - ii) The MAPPs Coordinator and PRT will perform review of the MAPP to evaluate whether the policy requires revision.
 - iii) If changes are required, the MAPPs Coordinator shall refer to the process outlined in Section VI. FORMULATION AND REVIEW section of this policy.

XI. APPROVAL:



Senior Executive Advisor, Dr. Dakota Doman



Interim President, Dr. Mary Sias