

LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: General

MAPP 01.01.01

AREA: Policy Administration

Guide to Administrative Policies & Procedures

I. POLICY

- A. Lamar University (LU) operations are subject to the laws, statutes, rules, and regulations of the United States (federal) government, State of Texas, and the Texas State University System (TSUS) Board of Regents. University policies and procedures are developed to ensure compliance with these higher authorities.
- B. This document guides LU personnel in developing policies that fall under LU's Chief Financial Officer (CFO) and Chief Operations Officer (COO). These policies are compiled in LU's Manual of Administrative Policies and Procedures (MAPP). LU's MAPP is published on the University's website so that LU personnel may be aware of the policies that guide University administrative practices.

II. PURPOSE AND SCOPE

- A. If a conflict exists between a MAPP policy and a directive issued by a higher authority (i.e., federal, State of Texas, TSUS), the higher authority takes precedence, and the MAPP policy will be revised to comply with the higher authority.
- B. Policies governing the operations of institutions within the TSUS are codified in the System's [policies](#). LU's MAPP may elaborate on TSUS policies. If there is no existing TSUS policy, the University may develop its own policies to the extent that these are consistent with current TSUS policies.
- C. If a conflict exists between a MAPP policy and a policy issued by a department under the CFO or COO, the Officer under whose authority the policy falls (CFO or COO) will review the policies and decide which one takes precedence. The policy selected by the CFO or COO will then become a MAPP policy while the other policy will be rescinded.
- D. The policies in the MAPP apply to LU's administrative operations. These policies do not supersede academic, faculty, or student policies, which can be found in the Faculty Handbook, Student Handbook, and related documents. In cases in which an academic, faculty, or student policy intersects with an administrative policy, the policy in question may be referred to the appropriate LU governance bodies for resolution.

III. DEFINITIONS

- A. **Chief Financial Officer (CFO).** Administrator who has oversight of the departments that manage the University's financial practices. These departments include Budget and Financial Planning, the University Controller, Payroll, Procurement and Payment Services, Student Business Services and Treasury, and LU Marketplace. The CFO reports directly to the President and is a member of the President's Executive Committee.
- B. **Chief Operations Officer (COO).** Administrator who has oversight of the departments that manage the University's operations. These departments include Campus Sustainability, Contract Management, Distribution Services, EHS & Risk Management, Emergency Management, Event Management, Parking, and Planning and Construction. The COO reports directly to the President and is a member of the President's Executive Committee.
- C. **MAPP.** The acronym **MAPP** refers to the Manual of Administrative Policies and Procedures. In general use, **MAPP** can refer to this larger manual as well as the individual policies that make up the manual, e.g., MAPP 01.01.01.
- 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. **Responsible Party.** The LU administrative officer who has responsibility for a given policy area. This person is typically the Vice President or Chief Officer of the LU Division under which a policy falls. A policy may have more than one Responsible Party, depending on the policy's subject matter.
- F. **Subject Matter Expert (SME).** An LU employee who has expertise in a policy area and who drafts or reviews policies to ensure that these are accurate and complete. A policy may have more than one SME, depending on the policy's subject matter.
- G. **Policy & Procedure Coordinator.** LU employee who manages the CFO and COO's policy drafts, reviews, revisions, and communications. The coordinator does not create policy.

IV. MAPP FORMAT/TEMPLATE

- A. MAPP policies follow a standard format to ensure consistency. This format is defined in MAPP 01.01.02 Template, which can be accessed through LU's [MAPP site](#).

V. ROUTING OF MAPPs TO CFO or COO

- A. MAPPs are routed for review and approval to the CFO or COO. A MAPP's subject matter determines whether it is routed to the CFO or COO. The CFO has responsibility for MAPPs whose subject matter falls within the scope of departments for which the CFO has oversight. Similarly, the COO has responsibility for MAPPs whose subject matter falls within the scope

of departments for which the COO has oversight. In certain cases, a MAPP may fall under both the CFO and COO's scope and require review and approval by both the CFO and COO.

VI. PROPOSING NEW MAPPs

- A. An LU faculty or staff member may propose a new MAPP policy at any time.
- B. The CFO or COO reviews the proposal and decides if a new MAPP is needed. If the CFO or COO approves the request for a new MAPP, the CFO or COO asks the Policy & Procedure Coordinator to manage the drafting of the new MAPP by the appropriate SMEs.
- C. After the appropriate SMEs draft the new MAPP, the draft follows the same review process that existing MAPPs do. This review process is described below.

VII. REVIEWING MAPPs

- A. **REASONS FOR REVIEW.** There are three reasons that a MAPP policy may be reviewed:
 1. **Review of a New MAPP.** After the appropriate SMEs draft a new MAPP, this draft follows the same review process as other MAPPs.
 2. **Regularly Scheduled Review of an Existing MAPP.** Existing MAPP policies follow a regular review schedule to ensure that the University's administrative policies remain accurate and up-to-date. Each policy's review schedule is listed at the end of that MAPP.
 3. **Review of an Existing MAPP upon Request.** An LU faculty or staff member may request that a MAPP be reviewed at any time. This requested review follows the same review process as other MAPPs.
- B. **THE REVIEW PROCESS**
 1. A MAPP policy (i.e., a new MAPP draft, MAPP scheduled for regular review, or MAPP whose review has been requested) is sent to the Policy & Procedure Coordinator, who submits the MAPP to its respective SMEs for review.
 2. Under the direction of a MAPP policy's SMEs, the Policy & Procedure Coordinator edits the MAPP.
 3. Once the edits are complete, the Policy & Procedure Coordinator submits the MAPP to the CFO or COO for review. The CFO or COO may appoint a designee to review the MAPP.
 4. Under the direction of the CFO or COO, the Policy & Procedure Coordinator edits the MAPP.
 5. At this point, the MAPP may be submitted to the TSUS Office of General Counsel for review if there are concerns about the policy's legal implications. The Policy & Procedure Coordinator revises the policy as needed based on this review.

6. After all reviews and edits are complete, the CFO or COO signs the MAPP policy and submits the policy to the LU President for approval.

VIII. APPROVING MAPPs

- A. Once the review process is complete, the CFO or COO submits the MAPP policy to the LU President, who makes the final decision to approve or reject a MAPP.
 1. The President may approve a MAPP “as is” and sign the MAPP. At this point, the MAPP becomes University policy and is published to the MAPP site.
 2. The President may approve a MAPP but request changes before signing the MAPP. Substantive changes may require that the MAPP go through the full review process again. After all changes are made, the President approves and signs the MAPP. At this point, the MAPP becomes University policy and is published to the MAPP site.
 3. The President may reject a MAPP. In these cases, the CFO or COO may ask the Policy & Procedure Coordinator and appropriate SMEs to begin a review and revision of the MAPP to address the President’s concerns. Substantive changes may require that the MAPP go through the full review process again. After this review and revision, the MAPP may be submitted once again to the President.

IX. MAPPs IN EXCEPTIONAL CIRCUMSTANCES

- A. Changes in legislation, legal authority, or other higher authority may require that the TSUS 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, the MAPP will be submitted directly to the LU President for approval.
- B. Other circumstances may require that a MAPP policy be issued immediately or for a limited amount of time. In these cases, a MAPP may be approved by the LU President and issued as an interim policy. Interim MAPPs are identified as such within the MAPP policy. Interim MAPPs undergo the full review process as soon as possible or during the next regularly scheduled review cycle.

X. PUBLISHING MAPPs

- B. The Policy & Procedure Coordinator publishes approved MAPPs to LU’s [MAPP site](#).

XI. RESCINDING MAPPs

- A. The CFO or COO may rescind a MAPP policy at any time if this policy no longer reflects the University’s administrative operations. LU faculty and staff members may appeal this removal to the President or designee, who makes the final decision to keep or rescind the policy.

- B. The Policy & Procedure Coordinator removes rescinded policies from the current Manual of Administrative Policies and Procedures and archives policies in the CFO or COO’s files.

XII. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Financial Officer

Chief Operations Officer

Review Schedule: Every three years on or before September 1

XIII. APPROVAL

Jamie Larson Chief Financial Officer	09/09/2022 Date
Robert H. Wagner Chief Operations Officer	09/09/2022 Date
Dr. Jaime R. Taylor President	09/16/2022 Date

REVISION LOG

Revision Number	Date	Description of Changes
1	12/16/2016	Initial version approved by President.
2	07/10/2019	MAPP revised to clarify current MAPP procedures at LU.
	07/11/2019	Revised MAPP approved by President as an interim policy.
3	08/15/2022	MAPP revised to reflect current MAPP procedures at LU.
	09/16/2022	Revised MAPP approved by President.