Explanation of SAMs/MAPPs

• SAM – Documentation applies to all System Campuses; the documentation in a SAM overrules any documentation in a MAPP.

• MAPP – Applies to UH Main Campus and UH – Sugar Land Campus; each System campus has their own documentation, which supports (and follows) SAM documentation.

• How many review cycles in a Fiscal Year (FY)? Three (3)
  • Quarter 1 (September, October, November)
  • Quarter 2 (December, January, February)
  • Quarter 3 (March, April, May)

• Why Only 3 Cycles? Faculty/leadership availability to review in the summertime.
How Do People Receive Review Cycles?

• Listservs (Campus Review)
  • MAPP Listserv
  • SAM Listserv
  • CDA Listserv

• Being added to the e-mail based on content of the documents (Campus Review).

• University Coordinating Commission (UCC): Sends to a specific group or groups based on a meeting to determine stakeholders (20 working days after they have determined stakeholders).

• Executive Review: Composed of Campus/System Leadership.
Campus/Executive Review Cycle (SAMs/MAPPs)

- **Campus Review** – 20 Working Days (Approximately 1 month)
- **Subject Matter Expert (SME) Review/Incorporation of Comments** – Approximately 5 Working Days (1 week), unless there are problems with documentation needing additional time (2 Weeks).
- **Executive Review** – 20 Working Days (Approximately 1 month)
- **University Coordinating Commission (UCC)** – Receives the full 40 Working Days [Campus/Executive Review Cycles] to make comments. They will usually give their comments on the documentation somewhere within 30 Working Days.
- **Total Number of Working Days for One Review Cycle** – 45 - 50 Working Days.
Review Cycle Timeline (MAPPs/SAMs)

- **Campus Review (MAPP)**
  - Component Campus Review (SAM)
  - 20 Working Days (1 Month)

- **SME Reviews/Incorporates Comments**
  - 5 Working Days (1 Week) or 10 Working Days (2 Weeks)

- **Executive Review (MAPP)**
  - Executive Review (SAM)
  - 20 Working Days (1 Month)

- **University Coordinating Commission (UCC)**
  - 40 Working Days (2 Months) To Review/Provide Comments

- **Approval Cycle**
  - If Comments Resolved
  - 5 to 10 Working Days (Dependent on Signature Availability)
Forecast for Quarter 2, FY 2019

• MAPPs – Includes:
  • MAPP 03.02.02 – Delivery Services Policy (Postal Services)
  • MAPP 04.05.02 – Cougar Cards (University Services)
  • MAPP 04.05.03 – Preferred Names on Cougar Cards
    (New MAPP)
  • MAPP 06.03.04 – Food Sanitation Program
    (New MAPP)
  • MAPP 13.01.02 – Conduct Assessment and Response Team (CART)

• SAMs – Includes:
  • Two (2) New SAMs from Equal Opportunity Services (EOS) – Topics TBD
  • SAM 01.D.03 – Trademark Management
  • SAM 03.A.05 – Contract Administration
Contact Information (Listserv(s), Etc.)

- MAPP Listserv (To Sign Up):
  http://www.uh.edu/af/universityservices/policies/mapplist.htm

- SAM Listserv (To Sign Up):
  http://www.uh.edu/af/universityservices/policies/mapplist.htm

- Policies and Procedures Web Site Location:
  http://www.uh.edu/af/universityservices/policies/

- How to Contact Peggy Levy (For feedback, questions, etc.):
  uhpolicies@uh.edu  palevy@central.uh.edu  713-743-6636