

UNIVERSITY *of* HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: General Information
AREA: MAPP Policy/Procedure System

Number: 01.01.01

SUBJECT: Administrative Policies and Procedures

I. PURPOSE AND SCOPE

University of Houston administrative and business operations are subject to federal, State of Texas, Board of Regents, and University of Houston System 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.

This document provides guidelines for developing and maintaining administrative policies and procedures to assure the most effective and timely communication and compliance throughout the University of Houston community. This policy and procedure system complies with UH System Administrative Memorandum [01.A.01](#).

The policies and procedures within this manual apply to administrative and business operations in all University of Houston and University of Houston System Administration units. This publication excludes academic and student policies, which can be found in the [Faculty Handbook](#) and the [Student Handbook](#).

II. POLICY

- A. Policies governing the operations of University of Houston System universities are codified in the [System Administrative Memoranda \(SAM\) Manual](#). The University of Houston shall develop procedures to implement the System Administrative Memoranda where necessary and publish them in the [Manual of Administrative Policies and Procedures \(MAPP\)](#) using the format and processes defined in this document.
- B. Generally, the MAPP shall address administrative and business operations of the University of Houston which are the responsibility of the Administration and Finance division. However, the Vice President for Administration and Finance may elect or agree to include issues of interest to the university community which are the responsibility of another division.
- C. MAPP documents may elaborate on SAM policy where necessary. Where the SAM is silent, the University of Houston may develop its own policies.
- D. All University of Houston personnel should have access to the Manual of Administrative Policies and Procedures.

III. DEFINITIONS

- A. MAPP: (1) Manual of Administrative Policies and Procedures; (2) one document within the Manual of Administrative Policies and Procedures.
- B. Policy: A policy is a statement of principles and values to guide the performance of activities toward institutional goals. Effective policies are flexible, comprehensive, coordinated, ethical, and clear.
- C. Procedure: A procedure is a defined course of proceeding – often composed of steps, using established forms or methods – to achieve an objective.
- D. Responsible party: the executive officer who has ultimate or delegated authority over and/or responsibility for a given policy area. May also act as subject-matter expert.
- E. Subject-matter expert (SME): an employee who is an expert in a policy-related issue and who typically works with Business Services, and/or the Responsible Party, to create or revise policies or procedures. The SME may also act as Responsible Party.

IV. AUTHORITY OF POLICIES AND PROCEDURES

- A. In the event of a conflict between any MAPP and a directive issued by a higher authority, the higher authority will govern, and the MAPP in question will be revised to reflect the directive of the higher authority.
- B. In the event of a conflict between a MAPP and any other policy or procedure under the authority of the Vice President for Administration and Finance, the MAPP will govern and the superseded policy or procedure will be rescinded or rewritten to comply with the official policy.
- C. In the event of a conflict between any MAPP and a directive issued by a university area other than the Division of Administration and Finance, the policy or procedure in question will be referred to the appropriate Vice President for resolution.

V. FORMAT

- A. All MAPP documents will be developed and published in a format consisting of the following key elements:

1. Header and Footer: Name or abbreviation of name of manual; section and area name (first header); document number; a clear and concise title describing the subject of the document; date issued; date of most recent revision (if applicable); and page number and total number of pages of the document.
 2. Statement of Purpose and Scope: Statement of the rationale for the document, including reference to related higher regulations or policies, if applicable. A definition of the particular scope of applicability should be included where appropriate.
 3. Policy Statement: A concise statement of the principles which form the basis of the policy. (Exists only in MAPPs written to address university-specific issues.)
 4. Definitions: Definitions of critical terms used in the document.
 5. Additional sections outlining the details of the policy, as required. Procedures will outline steps to be followed for implementing the given policy.
 6. A section assigning oversight responsibility for the document and a review schedule.
 7. Signature and date lines for formal approval.
 8. References: A list of related documents and indexing terms.
- B. Each page of a MAPP shall contain the subject, document number, page number, and date.

VI. FORMULATION AND REVIEW

- A. The need to create or revise a MAPP may arise anywhere, but every MAPP must fall under the jurisdiction of an executive officer (typically the direct reports to the Vice President of Administration and Finance). The executive officer acts as the Responsible Party for the MAPPs.
- B. When the need to create or revise a MAPP arises, the Responsible Party will assign or act as a subject-matter expert (SME) to create a new draft or identify necessary revisions. The SME will then contact Business Services to obtain a template (for new documents) or a copy of the existing MAPP (for revisions) in electronic form. Upon completion, the SME will provide the new or revised draft to Business Services.

- C. Business Services will issue the draft to all necessary and interested parties for review.
1. All reviewers will have no more than 20 working days to review a document and respond with changes. Failure to respond within the 20 working days will be considered an acceptance of the draft.
 2. Any suggested changes to the draft must be submitted in writing to Business Services. Substantive changes must be accompanied by a justification or rationale for the change. If there is question whether or not a change is substantive, it should be treated as substantive.
 3. After 20 days, Business Services will forward all responses to the Responsible Party. The Responsible Party will determine which changes, if any, to include in the draft. The SME will make the approved changes and forward the redlined draft to Business Services. If the SME rejects a change, the SME will notify the reviewer who submitted the change.
 4. Business Services will submit the redlined draft for review by the President's Cabinet. The Cabinet will have no more than 10 working days to review a document and respond with changes. Failure to respond within the 10 working days will be considered an acceptance of the draft.
 5. Any suggested changes to the draft must be submitted in writing to Business Services. Substantive changes must be accompanied by a justification or rationale for the change. If there is question whether or not a change is substantive, it should be treated as substantive.
 6. After 10 days, Business Services will forward any responses to the Responsible Party. The SME will make the approved changes and forward the redlined draft to Business Services.
 7. Business Services will prepare a final document and submit it for approval signature of the Responsible Party, the appropriate Vice President, and the President. Once signed, the document will be forwarded to Business Services for distribution. MAPPs will be approved quarterly.
 8. To assist administrative staff in disseminating key changes in policies to their staff, Business Services will include quarterly policy updates in the electronic business process newsletter. Policy updates will also be sent to members of the MAPP Listserv as they occur.

- D. Certain information within an official MAPP may become obsolete due to changes in legislation or other higher authority; organizational structure; or administrative initiative. When such information is not open for interpretation or debate, the document will not be subject to the standard review process. Instead, it will be revised and submitted directly for approval signature.
- E. Circumstances may require that a MAPP be issued immediately (before the review process could be completed) or for a finite amount of time, after which it is no longer necessary. Such a document will be issued as an “Interim” policy. Interim documents will be assigned an expiration or replacement date. 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. DISTRIBUTION AND FILING

- A. Business Services will maintain at least one current set and one archival set of all MAPP documents.
- B. All official MAPPs will be maintained electronically at <http://www.uh.edu/mapp/>.

VIII. IMPLEMENTATION, ENFORCEMENT, AND MONITORING

- A. The Vice Presidents (or Associate/Assistant Vice Presidents) and General Counsel are responsible for monitoring the campus-wide implementation and enforcement of those MAPPs over which they have assigned authority.
- B. College and Division Administrators are responsible for implementing and enforcing within their respective areas all MAPPs within 30 days of receipt.

IX. RESCINDING MAPP DOCUMENTS

- A. Only the President has the authority to rescind MAPP documents and does so only when clear justification exists. However, rescission of existing MAPPs may be proposed by any university employee.
 - 1. Rescission proposals must be submitted in writing, accompanied by a thorough justification for the rescission, to Business Services.
 - 2. Business Services will forward rescission proposals to the appropriate Vice President for review. If the Vice President accepts the proposal, he or she will submit the proposal to the President for review.

- 3. Once it has been determined that an existing MAPP should be rescinded, notification of this rescission will be communicated to the university community.

X. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Finance

Review: Every three years, on or before August 31

XI. APPROVAL

Jim McShan
Interim Vice President for Administration and Finance

Renu Khator
President

Date of President's Approval: April 7, 2008

XII. REFERENCES

UH System Administrative Memorandum [01.A.01](#)

Index Terms: MAPP
Policy
Procedure