



Home | Calendar | Academic Affairs | Student Affairs | President's Office | Directory | JOBS | Giving to PVAMU

Business Affairs

- ▶ Our Mission
- ▶ Contact Information
- ▶ Organization Chart
- ▶ Staff Directory
- ▶ Forms Library
- ▶ Policy Library
- ▶ Reports Library
- ▶ Training Library
- ▶ Business Affairs Online Services
- ▶ Professional Development
- ▶ Business Affairs Calendar
- ▶ Office of VPBA Presentations
- ▶ Send us your comments

Business Affairs Services

- ▶ Administrative Memoranda
- ▶ Compensation Pay Plan
- ▶ Financial Aid Policies & Procedures
- ▶ Human Resources Policies
- ▶ Information Security Standards
- ▶ Parking Rules & Regulations
- ▶ PVAMU Administrative Procedures
- ▼ **PVAMU Rules**
 - **PV Rules**
 - Travel Policies

Home Student Portal Panther Email Printable Version

Home » Forms, Policies & Reports » Policy Library » PVAMU Rules » PV Rules

Development and Publication of Rules

01.01.01.P1 Development and Publication of Rules, July 29, 1998 Supplements System Policy 01.01.01

1. Based upon System Policies and Regulations and the University's need, the University's Compliance Officer will determine whether a rule is required to be developed by the University.
2. All rules will be reviewed by the vice presidents prior to submission to the System Office of Policy Development for review. Recommended changes will be incorporated, as appropriate.
3. Upon completion of the System review, the System Office of Policy Development will return the draft rule, along with any recommended changes to the University. Recommended changes will be incorporated, as necessary or appropriate, prior to submission to the President for signature.
4. Upon signature by the President, the approved rule will be transmitted to all holders of the University's Administrative Procedures Manual and a copy will be transmitted to the System Office of Policy Development. Additionally, the rule will be published on the University's web page and made accessible through the System Policy Manual.
5. The University's Compliance Officer is responsible for the coordination of the rule development process and the dissemination of approved rules.

Contact for Interpretation: Vice President for Business Affairs [Back to Index ..](#)

01.01.01.P2 Development and Publication of Administrative Procedures, April 6, 2001 Supplements System Regulation 01.01.01

1. Based upon system Policies and Regulations and the University's need, the University's Compliance Officer will determine whether a Rule or Administrative Procedures should be developed by the University.
2. All Administrative procedures will be developed through the joint efforts of the University's Compliance Officer and the responsible administrative unit heads. The University's Compliance Officer will format and number the Administrative Procedures and will assist in the editing process to help ensure that the procedures are clear, complete, concise, and compliant with governing laws, policies, regulations, and rules.
3. In developing the Administrative Procedures, proper references to will be made to governing System Policies and Regulations or University Rules.
4. All Administrative Procedures, or updates thereto, will be reviewed and approved by the Vice President for Business Affairs prior to issuance to all vice presidents, deans, directors, department heads, and other administrative units. Additionally, the Administrative Procedures will be published on the University's web page.
5. The University's Compliance Officer is responsible for the coordination of the Administrative Procedures development and dissemination processes.

Contact for Interpretation: Vice President for Business Affairs [Back to Index ..](#)

11.99.99.P1 Granting Posthumous Degrees, January 11, 2002

1. Rule
 - 1.1 Prairie View A&M University may award a graduate or undergraduate degree posthumously when a student has substantially completed all requirements for the degree and was in good academic and citizenship standing at the time of death.
 - 1.2 For a posthumous degree to be awarded, one of the following criteria must be met:
 - a. The student had completed all academic requirements for the degree, but prior to certification of the degree completion, the student died.
 - b. The student had been enrolled in and was passing courses, which upon successful completion would have culminated in the awarding of the degree.
 - 1.3 The dean of the school or college in which the student was pursuing the degree at the time of his or her death is responsible for ensuring that the procedures below are followed. Any exceptions to the rule or procedures on awarding of degrees posthumously must be approved

by the President.

2. Procedures

- 2.1 The division/department head of a student who is enrolled in courses which would fulfill degree requirements at the time of the student's death, should present the academic record and recommendation for awarding the degree to the dean. In the colleges or schools which do not have division or department heads, the dean will forward the recommendation and supporting documentation (academic audit and proof of the student's demise) directly to the Provost and Vice President for Academic Affairs.
- 2.2 The Provost and Vice President for Academic Affairs will transmit the file to the Registrar, Director of Financial Aid, and the University Discipline Officer and request their review and recommendations.
- 2.3 The Provost and Vice President for Academic Affairs will review the file, including all recommendations, and will make a recommendation to the President to either award or not award the posthumous degree.
- 2.4 The President will review the file, including all recommendations, and will make the decision to either award or not award. The decision will be communicated to the deceased student's dean and to the Registrar through the Provost and Vice President for Academic Affairs.
- 2.5 Customarily, degrees awarded posthumously will be noted on the commencement program and a member of the deceased student's family will be permitted to participate, upon approval, in the commencement program in which the deceased student would have been eligible to participate. Thirty days from the date of commencement, all degrees, including those awarded posthumously, may be obtained from the Office of the Registrar or may be mailed to the person legally authorized to manage the deceased student's affairs.

CONTACT FOR INTERPRETATION: Provost and Vice President for Academic Affairs [Back to Index ..](#)

13.04.99.P1 Student Travel, December 7, 2001 **Supplements System Policy 13.04**

1. Overview

Prairie View A&M University is supportive of student activities both on and off campus, but also recognizes that the safety of its students is of utmost importance. The requirements outlined in this rule apply to student travel from campus to an activity or event that is organized and sponsored by the University and that is (a) funded by the University and undertaken using autos, vans, trucks and buses owned or leased by the University, or (b) required by a student organization registered at the University. Students traveling on behalf of the University must obtain prior approval through the appropriate office responsible for the trip.

2. Travel Safety Guidelines

During travel situations specified above, students must abide by the following safety guidelines.

- a. In accordance with State law, drivers must use seat belts or other available safety restraints and require all passengers to do likewise.
- b. Drivers, occupants and their luggage should not exceed the official maximum capacity of the vehicle used.
- c. Drivers must be at least 18 years old, possess a valid driver's license that is appropriate for the classification of vehicle being driven, attend the required University travel safety training, and must not be a student. Drivers must meet any other safety requirements contained in University procedures.
- d. Operator fatigue should be considered when selecting drivers. On lengthy trips, alternate drivers should be used to avoid fatigue.

3. Procedures

Written administrative procedures for student travel will be developed and implemented by the Office of Finance & Administration to provide additional details to the above requirements. These procedures will be published and made easily accessible to all students, faculty and staff.

CONTACT FOR INTERPRETATION: Vice President for Business Affairs [Back to Index ..](#)

21.99.03.P1 Gifts, Grants, Loans, and Bequests, May 21, 1999 **Supplements System Regulation 21.99.03**

1. Communicating with Donors

A letter from the President acknowledging the gift, grant, loan or bequest received will be issued to all donors. The Office of Institutional Development is responsible for the preparation of these letters and for ensuring compliance with all applicable Internal Revenue Service Regulations.

2. Internal Reporting and Recordkeeping

- 2.1 The Office of Institutional Development will maintain records of all gifts, grants, loans and bequests and will prepare all required gift reports and disclosure requirements, including the required reporting to the Board of Regents.
- 2.2 The Fiscal Office will receipt and record all gifts, grants, loans and bequests in accordance with all relevant System policies and accounting standards.

3. Compliance with Federal and State Laws and System Policies

The Office of Institutional Development will be responsible for ensuring compliance with all Federal and State Laws and System Policies pertaining to gifts, grants, Loans and bequests.

Contact for Interpretation: Vice President for Research and Development

**24.01.01.P1 Hazardous Communication Program, September 11, 2000
Supplements System Policy 24.01 and System Regulation 24.01.01**

1. General

The purpose of this rule is to ensure that the University develops and implements a Hazard Communication (HazCom) Program. The purpose of the HazCom Program shall be to help ensure the safety of employees and students who work with hazardous chemicals, to comply with the Texas Hazard Communication Act, and to comply with the Public Employers Community Right-to-Know Act.

2. Delegation of Responsibilities

Responsibilities relative to the University's HazCom Program are hereby delegated as follows:

2.1 Environmental Health and Safety Department

Primary responsibility for the development and maintenance of the University's HazCom Program is assigned to the University's Environmental Health and Safety Department. Specific responsibilities of this department shall include:

- a. administering the HazCom Program,
- b. monitoring for compliance, and
- c. serving as the University's liaison and providing reports to the Texas Department of Health, the local Emergency Planning Committee, and the local fire departments, as required.

2.2 Department Heads and Other Supervisory Personnel

University department heads and other supervisory personnel are generally responsible for implementing and ensuring compliance with the approved HazCom Program. Specific responsibilities shall include:

- a. monitoring for and ensuring compliance
- b. developing departmental-specific written procedures, as necessary, and
- c. designating a Department Hazard Communication Coordinator

2.3 Employees and Students

All employees and students are responsible for complying with all communicated HazCom Program and department-specific procedures.

3. Authoritative References

Authoritative references which govern the University's HazCom Program shall include the following:

- a. Occupational Health and Safety Act (OSHA), Hazardous Communications Standards Code of Federal Regulations (CFR) Title 29, Section 1910.1200
- b. Texas Hazard Communication Act (THCA)
Texas Statutes, Title VI, Health, Food, Drugs, Alcohol and Hazardous Substances, Chapter
- c. Texas Administrative Code (TAC)
Title 25, Part 1, Texas Department of Health, Chapter 295, Subchapter A and H
- d. Texas Community Right-To-Know Act (TCRA)
Texas Statutes, Title VI, Health, Food, Drugs, Alcohol and Hazardous Substances, Chapter 506,
Public Employer Community Right-to-Know Act

CONTACT FOR INTERPRETATION: Assistant Vice President for University Operations [Back to Index ..](#)

**24.01.04.P1 Environmental Health and Safety Program, September 11, 2000
Supplements System Policy 24.01 and System Regulation 24.01.04**

1. General

The purpose of this rule is to ensure that the University develops and implements a comprehensive environmental health and safety program.

2. Delegation of Responsibilities

Responsibilities relative to the University's environmental health and safety program are hereby delegated as follows:

2.1 Environmental Health and Safety Department

Primary responsibility for the development and maintenance of the University's health and safety program is assigned to the University's Environmental Health and Safety Department. Specific responsibilities of this department shall include:

- a. identifying potentially hazardous conditions,
- b. developing clear, written instructions and guidelines to foster safe work environments and maintain compliance with all applicable federal, state and system health and safety standards,
- c. monitoring for compliance,
- d. providing timely and effective training, and
- e. assisting and advising departments.

2.2 Safety Council

The University's Safety Council shall be appointed by the President. This council shall be responsible for providing advice and guidance to the Environmental Health and Safety Department on safety matters.

2.3 Department Heads and Other Supervisory Personnel

University department heads and other supervisory personnel are generally responsible for implementing and ensuring compliance with approved environmental health and safety standards, guidelines, regulations, procedures, etc. Specific responsibilities shall include:

- a. establishing and maintaining a culture of safety within their department or subunit thereof,
- b. responding to safety audits,
- c. monitoring for and ensuring compliance,
- d. identifying affected employees,
- e. providing training and information,

2.4 Employees, Students and Visitors

All employees, students and visitors are responsible for complying with all communicated health and safety procedures.

CONTACT FOR INTERPRETATION: Assistant Vice President for University Operations [Back to Index ..](#)

25.07.01.P1 Contract Administration, July 29, 1998 Supplements System policy 25.07

1. General

This rule establishes the process for University personnel to approve, sign, and execute contracts committing Prairie View A&M University to the performance of any act.

- 1.1 Delegations of authority pursuant to these rules are valid only if submitted to the System in accordance with System Policy 25.07 or if expressly delegated in writing by the President or his designee.
- 1.2 Written contracts will be executed whenever Prairie View A&M University enters into a binding agreement with another party that involves any stated or implied consideration.
- 1.3 Contracts are construed to include, but not be limited, the following: affiliation agreements, affiliation service agreements, athletic agreements, consultant agreements, donor agreements, employment agreements, other instructional agreements, Federal and State grant program agreements, Federal and State regulatory agreements, intellectual property agreements, intra-system agreements, lease agreements, legal settlements, memoranda of agreement, professional services agreements, purchase agreements (including purchase orders), sales agreements, special event agreements, and interagency agreements.
- 1.4 With respect to research and sponsored project agreements, approval of and signature on a contract constitutes approval to establish an operating budget (not to exceed the consideration of the contract) without further approval.
- 1.5 The Office of Finance and Administration is responsible for creating and maintaining a well-defined administrative control environment that assures management exercises its fiduciary responsibilities when executing contracts on behalf of Prairie View A&M University . The Assistant Vice President for Fiscal and Administrative Services will serve as the University Contracts Officer.

2. Contracts Requiring Board of Regents Approval

- 2.1 Contracts requiring Board of Regents approval shall be forwarded through the University Contracts Officer, who will be responsible for preparing the agenda item and assembling the appropriate supporting documentation. All agenda items are submitted to the Chancellors Office through the President's Office.
- 2.2 Contracts will be signed by the Chancellor and/or President, as specified in the approved Board Minute Order.

3. Contracts Requiring Chancellor Approval

Contracts that require the Chancellor's approval will be forwarded through the President's Office by University Contracts Officer to the System for execution.

4. President's Delegation of Authority

4.1 In accordance with System Policy, the President may delegate authority to approved and sign specific contracts, but retains overall responsibility for them.

4.2 The President of Prairie View A&M University has delegated authority to approve and sign certain contracts. A listing of these delegations is provided in section 2.02 of the University's Administrative Procedures Manual.

5. Reviews by General Counsel

All contracts, except for those exempted in System Policy 25.07, must be reviewed by the Office of General Counsel and the University Contracts Officer will be responsible for requesting this review.

Contact for Interpretation: Vice President for Finance [Back to Index ..](#)

**27.04.01.P1 President's Delegation of Authority Related to Budget and Fiscal Changes, May 12, 1999
Supplements System Regulation 27.04.01**

1. This rule establishes the delegations of authority related to budget and fiscal changes by the President of Prairie View A&M University.

2. Delegations

Action	Limits	Approving Authority
Establish or Increase Budget	Grant or contract awards for research or other sponsored projects	Controller
	All other funds except AUF, PUF and RFS	Vice President for Finance and Administration
Transfer Budgets Between Accounts Transfers Budgets Within Accounts (i.e. between budget pools or support accounts)	All funds except AUF, PUF and RFS	Vice President for Business Affairs
	All	Controller
Budget Decreases on Grant or Contract Accounts All Other Budget Decreases	All	Controller
	All	Vice President for Business Affairs

Contact for Interpretation: Vice President for Business Affairs [Back to Index ..](#)

**31.01.08.P1 Merit Salary Increases, October 26, 2001
Supplements System Regulation 31.01.01 and 31.01.08**

1. Governing Regulations

Prairie View A&M University will adhere to all requirements contained within System Regulation 31.01.01 - Salary and Wage Administration and System Regulation 31.01.08 - Merit Salary Increases.

2. Types of Merit Salary Increases

The University is authorized to award two types of merit salary increases:

- a. Merit Raise - a merit salary increases that is added to an employee's salary base.
- b. Merit Payment - a one-time, lump sum, merit salary increase that is not added to an employee's base salary.

3. Criteria

To be eligible for a merit salary increase, an employee must meet the following criteria:

- a. Have exemplary performance, as evidenced by an above average or excellent overall rating on current performance evaluation;
- b. Have not received a merit salary increase within the past six months;
- c. Have been employed for a minimum of the previous six continuous months; and
- d. Be recommended for a merit salary increase by immediate supervisor, department head, dean (if applicable), and vice president.

4. Amount of Merit Salary Increases

The amount of each merit salary increase will be determined based upon considerations such as, availability of funding and other raises awarded. Merit Payments are limited to \$1,000.

5. Documentation Requirements

The following documentation will be required for all merit salary increases:

a. Merit Raise

Recommendations for Merit Raises must be processed on a Request for Form 500 and must be accompanied by a current performance evaluation.

b. Merit Payment

Recommendation for Merit Payments must be processed on a Payroll Adjustment Form and must be accompanied by a current performance evaluation.

6. Approvals

All merit salary increases will be approved in accordance with University Rule 31.99.99.P1 - President's Delegation of Authority Related to Human Resource Administration.

Contact for Interpretation: Vice President for Business Affairs [Back to Index ..](#)

31.99.99.P1 President's Delegation of Authority Related to Human Resources Administration, May 12, 1999

1. General

This rule establishes the delegations of authority related to human resource administration by the President of Prairie View A&M University.

2. Delegations

Action	Limits	Approving Authority
New Hires	Vice Presidents*, Deans*, Directors, Department Heads	President
	All faculty	President
	All other staff	Respective Vice President
Promotions	Vice Presidents*, Deans*, Directors, Department Heads	President
	All faculty	President
	All other staff	Respective Vice President
Pay Raises	Greater than \$300 per month or 5% of Annual Salary	President
	All Other Raises	Respective Vice President
Terminations	All	Respective Vice President
Other (Transfers, funding source change, Adloc change, title code correction)	All	Respective Vice President
Establish New Position	All	Vice President for Business Affairs

***Subject to Confirmation by Board of Regents**

3. Certification of Availability of Funding

In approving any action requiring additional funding, the approving authority certifies that they have the necessary funding within the accounts under their control.

Contact for Interpretation: Vice President for Business Affairs [Back to Index ..](#)

33.01.01.P1 Political Campaign Events on Prairie View A&M University Property, Issued: April 6, 2001

Updated: February 25, 2002

1. Supplements System Policy 33.01 and System Regulation 33.01.01 Prairie View A&M University will adhere to all requirements contained within System Regulation 33.01.01 - Political Campaign Events on Property Under the Control of The Texas A&M University System.
2. Student or a University-recognized organization (including departments, colleges, and divisions) may sponsor speakers or programs related to political events on campus. Organizations desiring to sponsor such an event must complete a Special Events Occupancy Request form and obtain prior approval from the Director of Student Activities, Vice President for Student Affairs, and Vice President for Business Affairs.
3. All University-recognized organization (including student organizations) holding approved political events on campus must clearly publish the name of the sponsoring organization.
4. Campaign advertising on campus for political candidates is limited to the posting of campaign bill on University bills on University bulletin boards. These posting must be approved through the University's Office of Student Activities.
5. The University prohibits the use of its name, symbols, insignias, or other identifying marks in any political endorsements, campaigns, elections.
6. All political events held on campus are subject to the university's procedures governing Freedom of Expression and Use of Buildings, which will be published in the University's Administrative Procedures Manual

Contact for Interpretation: Vice President for Business Affairs [Back to Index ..](#)

**33.99.15 P1 Reduction In Force For Employees Other Than Faculty, Issued: July 18, 2003
Supplements System Regulation 33.99.15**

1. Governing Regulations
Prairie View A&M University will adhere to all requirements contained within System Regulation 33.99.15–Reduction In Force For Employees Other Than Faculty.
2. General
The President will determine when a formal Reduction In Force (RIF) is needed; however, circumstances may provide the necessity for a Vice President to recommend a RIF to the President through Administrative channels. Procedures for conducting the RIF are contained in System Regulation 33.99.15.
3. Appeal
 - 3.1 Appeals to RIF decisions will be submitted through the Office of Human Resources to the President. The President will appoint one or more Vice Presidents (as needed to review the appeal). The Vice President to review the written appeal will not be responsible for the department and/or office in which the RIF occurred and must not have participated in the RIF process.
 - 3.2 An employee will have five days to initiate an appeal after receiving written notice of dismissal, reduction in salary, or reduction in percent effort.
4. Human Resources Assistance
Certain services will be available upon request to employees affected by a RIF . These services include, referral to vacant positions, retirement counseling, and insurance benefit counseling.

Contact for Interpretation: Director of Human Resources [Back to Index ..](#)

**34.05.99.P1 Smoking and Use of Tobacco Products, December 10, 1997
Supplements System Policy 34.05**

1. All buildings, entrances to buildings, and vehicles owned or leased under the administrative purview of the President of Prairie View A&M University will be entirely smoke free and tobacco free. This rule will apply to all vehicles and to all indoor air space including foyers, entryways, elevators, hallways, restrooms, conference and meeting rooms, and individual offices.
2. The senior administrator in each building occupied by PVAMU employees will designate a smoking area outside that building. Smoking breaks during working hours should be limited time and duration and may be granted only if they do not impede the operation of the department.
3. Department heads will ensure that this rule is communicated to everyone who occupies space in the facilities and uses vehicles owned or leased by PVAMU.
4. This rule relies on the thoughtfulness, consideration and cooperation of smokers and nonsmokers for its success. It is the

responsibility of all members of the PVAMU community to observe the provision of these guidelines

Contact for Interpretation: Vice President for Business Affairs [Back to Index ..](#)

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