**Presidential Policy and Procedure P/PPS No. 01.01
Statement Issue No. 3
 Effective Date: 02/07/2022
 Next Review Date: 01/01/2026 (E4Y)**

 **Sr. Reviewer: President**

**POLICY STATEMENT**

Texas State University is committed to establishing administrative policies to align operations, set behavioral expectations across the university system, mitigate institutional risk, and communicate policy roles and responsibilities.

**01. SCOPE**

01.01 Texas State University's president is committed to maintaining a well-designed, effective process for developing, disseminating, and reviewing policies and procedures affecting the President’s Office and individuals who report directly to the president.

01.02 The purpose of this policy is to establish and define an official Presidential Policy and Procedure Statement (P/PPS) to be used at Texas State. This P/PPS will be used to develop, approve, and disseminate key processes and procedures to be used for the President’s Office and for individuals who report directly to the president.

**02. AUTHORITY FOR THE PRESIDENTIAL POLICY AND PROCEDURE STATEMENT SYSTEM**

02.01 This P/PPS is established under the general authority of the president, the chief executive officer of the university.

02.02 At any time a conflict occurs between a P/PPS and policy as reflected in documents of a higher authority (i.e., federal law, state law, The Texas Higher Education Coordinating Board policy, [Texas State University System policies](https://www.tsus.edu/about-tsus/policies.html), etc.), the policy as outlined in the document of higher authority will prevail. At any time a conflict occurs between the policy of a division, college, school or other unit within the university and a P/PPS, the P/PPS will prevail.

**03. DEVELOPMENT OF PRESIDENTIAL POLICY AND PROCEDURE STATEMENTS**

03.01 P/PPS's are issued at the discretion and subject to the final approval of the president. Normally, a proposed P/PPS is developed following consultation with the president or at the request of the president. In any case, the P/PPS review process begins when a draft P/PPS is submitted to the president. The review process typically follows these steps:

a. preliminary informal review of the draft P/PPS by the president, with proposed revisions;

b. preliminary informal review of the draft P/PPS by the President’s Cabinet with proposed revisions;

c. formal review of the draft P/PPS by the President’s Cabinet, including consideration of comments received and possible modifications based on those comments; and

d. final review and approval by the president.

03.02 If the president determines that circumstances require the immediate implementation of a P/PPS, the president may waive any or all of the steps outlined above and approve a P/PPS on an interim basis. Such interim approval authorizes immediate implementation of the policy, with a substantive review to follow.

**04. FORMAT FOR PRESIDENTIAL POLICY AND PROCEDURE STATEMENTS**

04.01 Although the P/PPS format is intended to be flexible enough to accommodate a wide variety of policies on many complex issues, certain general guidelines should be followed:

a. the first sections of a P/PPS should outline the purpose of the document or provide a rationale for the policy;

b. subsequent sections of the P/PPS should provide the specific details of the policy or procedure; and

c. the final section of the P/PPS should indicate the assigned reviewer and the assigned review cycle.

04.02 A general numbering system will be employed for P/PPS's using the following categories and additional categories as deemed appropriate by the president:

01. Executive Management

02. Academic Administration

03. Fiscal Operations

04. General Administrative Services

05. Logistical Services

06. Community Relations/Public Service

07. Student Services

08. Facilities

**05. DISSEMINATION OF APPROVED PRESIDENTIAL POLICY AND PROCEDURE STATEMENTS**

05.01 Following approval of a new or revised P/PPS by the president, notification of the approval of the official P/PPS will be noted in the President’s Cabinet minutes. This publication shall constitute formal notice to the President’s Cabinet and to other individuals who report directly to the president.

**06. PERIODIC REVIEW OF PRESIDENTIAL POLICY AND PROCEDURE STATEMENTS**

06.01 As part of the development of each P/PPS, the president will establish the periodic review cycle for each approved P/PPS. P/PPS's that are linked to a university policy and procedure statement (UPPS) should have their review scheduled shortly after the review of the UPPS.

06.02 The president will assign the individual who will serve as primary reviewer for the P/PPS. Criteria used in making these assignments include particular expertise in the subject matter of the P/PPS, special responsibilities related to the subject matter of the P/PPS, and a fair distribution of workloads among reviewers.

06.03 By the specified review date, the primary reviewer will be responsible for inviting comments or proposed revisions to the P/PPS from the President’s Cabinet and other individuals who report directly to the president; reviewing comments received; and, based upon these comments as well as the reviewer's professional judgment, suggesting any changes to the P/PPS that the reviewer deems appropriate. The reviewer is also responsible for submitting a packet including the current version of the P/PPS, the comments received, and a proposed revised P/PPS (or a report that no changes are recommended) to the Office of the President for acceptance or for consideration at a forthcoming President’s Cabinet meeting, as deemed appropriate by the vice president for University Administration.

06.04 Minor, out-of-cycle change may be suggested and will be labeled pen and ink (P&I) changes. P&I changes will be submitted by memo to the president, who will either approve the changes or request the memo be forwarded for review by the President’s Cabinet. When approved, notification via email stating P&I changes have been made to the P/PPS and indicating what the specific changes are will be sent to President’s Cabinet members and to other individuals who report directly to the president. The official web version will be updated on the [Policies and Procedures website](https://policies.txstate.edu/) to reflect P&I changes.

**07. REVIEWERS OF THIS P/PPS**

07.01 Reviewers of this P/PPS include the following:

 Position Date

President January 1 E4Y

**08. CERTIFICATION STATEMENT**

This PPS has been approved by the following reviewer and represents Texas State University Presidential policy and procedure from the date of this document until superseded.

President; senior reviewer of this PPS