

# STANDARD ADMINISTRATIVE PROCEDURE

## **09.02.99.M0.01 Procedures to Establish a University Recognized Faculty or Staff Group**

*Approved January 30, 2001*

*Revised June 1, 2005*

### **1. GENERAL**

- 1.1. Texas A&M University recognizes affiliated faculty and staff groups. University recognition of faculty and staff groups signifies acknowledgement of the groups existence. University recognition does not signify University endorsement of the group's aims or activities, nor commitment of financial or other support.
- 1.2. Requests to establish a University recognized faculty or staff group must include:
  - 1.2.1. a statement of purpose, that is consistent with the mission and goals of Texas A&M University,
  - 1.2.2. a statement certifying the inclusiveness for any member of the University community,
  - 1.2.3. a statement certifying the groups compliance with University Rules, and State and Federal laws.

### **2. APPROVAL**

- 2.1. A request for University recognition of a group whose membership consists of faculty, or faculty and staff, shall be routed through the Dean of Faculties, the Provost and Executive Vice President for Academics, to the President for approval.
- 2.2. A request for recognition of a group whose membership is comprised exclusively of University Staff shall be routed through the Vice President for Finance and Chief Financial Officer, to the President for approval.
- 2.3. University recognition will be granted to any organization comprised of University faculty or staff that meets the conditions established in section 1.2 of this procedure.
- 2.4. University recognition may be revoked if a group is found in non-compliance with the provisions of section 1.2 of this procedure.

3. A listing of University recognized groups will be maintained by the office of the dean of faculties.
4. University recognized groups may freely utilize the on-campus mail service so long as they observe the normal requirements of that service.

### **OFFICE OF RESPONSIBILITY**

[Office of the Dean of Faculties](#)

[Vice President for Finance and Chief Financial Officer](#)