

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

Revised August 9, 2012

Revised June 27, 2018

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SAP Statement

Texas A&M University recognizes affiliated faculty and staff groups. University recognition of faculty and staff groups signifies acknowledgement of the group's existence. University recognition does not signify University endorsement of the group's aims or activities, nor commitment of financial or other support.

Official Procedure

1. REQUESTS TO ESTABLISH A UNIVERSITY RECOGNIZED FACULTY OR STAFF GROUP MUST INCLUDE:
 - 1.1 a statement of purpose, that is consistent with the mission and goals of Texas A&M University,
 - 1.2 a statement certifying the inclusiveness for any member of the University community,
 - 1.3 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 shall be routed through the Provost & Executive Vice President and the Provost and Executive Vice President to the President for approval.

- 2.2 A request for University recognition of a group whose membership is comprised exclusively of University Staff shall be routed through the Executive Vice President for Finance and Operations and CFO, to the President for approval.
 - 2.3 A request for University recognition of a group whose membership is comprised of University faculty and staff shall be routed through the Executive Vice President for Finance and Operations and CFO and the Provost & Executive Vice President, the Provost and Executive Vice President, to the President for approval.
 - 2.4 University recognition will be granted to any organization comprised of University faculty or staff that meets the conditions established in section 1 of this procedure.
 - 2.5 University recognition may be revoked if a group is found in non-compliance with the provisions of section 1 of this procedure.
3. A listing of University recognized groups will be maintained by Faculty Affairs.
 4. University recognized groups may freely utilize the on-campus mail service so long as they observe the normal requirements of that service.

Contact Office

[Provost & Executive Vice President](#)

[Vice President for Finance and CFO](#)