

## Handbook of Operating Procedures (HOP) Periodic Review Schedule

Policy Name	Review Cycle	Last Review							
* Denotes Educational Policy									
<b>SFASU - Administrative</b>			<b>Next Review - FY24</b>	<b>Next Review - FY25</b>	<b>Next Review - FY26</b>	<b>Next Review - FY27</b>	<b>Next Review - FY28</b>	<b>Next Review - FY29</b>	
01-101 Handbook of Operating Procedures Administration	5 years	9/1/2023		X					
01-201 Administrative Officers	3 years	9/1/2023			X				
01-202 Authority to Act in the Absence of the President	5 years	9/1/2023							X
01-301 Access to University Records	5 years	9/1/2023					X		
01-302 Accessibility for Persons with Disabilities	3 years	9/1/2023		X					
01-303 Distinguished Guests	5 years	9/1/2023				X			
01-304 Institutional Effectiveness	5 years	9/1/2023					X		
01-305 Nondiscrimination	3 years	9/1/2023		X					
01-306 Records Management	5 years	9/1/2023							X
01-307 Title IX	Annual	9/1/2023	Summer 24						
01-401 Compliance	5 years	9/1/2023				X			
01-402 Conflicts of Interest, Conflicts of Commitment, and Outside Activities	3 years	9/1/2023			X				
01-403 Dishonest or Fraudulent Activities	3 years	9/1/2023			X				
01-404 Institutional Conflicts of Interest	3 years	9/1/2023			X				
01-405 Internal Audit	5 years	9/1/2023				X			
<b>SFASU - Faculty &amp; Academics</b>			<b>Next Review - FY24</b>	<b>Next Review - FY25</b>	<b>Next Review - FY26</b>	<b>Next Review - FY27</b>	<b>Next Review - FY28</b>	<b>Next Review - FY29</b>	
02-101 Academic Unit Head--Responsibilities, Selection, and Evaluation	3 years	9/1/2023		X					
02-102 Class Attendance	5 years	9/1/2023			X				
02-103 Commencement	5 years	9/1/2023				X			
02-104 Course Scheduling and Room Assignment	5 years	9/1/2023					X		
02-105 Designation of School Status	5 years	9/1/2023							X
02-106 Establishing Centers Institutes and Specialized Testing or Service Laboratories	5 years	9/1/2023							X
02-107 File Maintenance for Faculty Personnel Files	5 years	9/1/2023					X		
02-108 Final Exam Scheduling and Dead Week	5 years	9/1/2023				X			
02-109 Performance Review of Officers Reporting to the Provost and Executive Vice President for Academic Affairs	3 years	9/1/2023		X					
02-110 Professional Educators Council	5 years	9/1/2023			X				
02-111 Selection of Academic Deans	3 years	9/1/2023			X				
02-112 Textbook Adoption Timeline	5 years	9/1/2023		X					
02-201 Awarding of Posthumous Degrees/Certificates of Commendation	5 years	9/1/2023							X
02-202 Academic Program Review	3 years	9/1/2023		X					
02-203 Certificate Programs	3 years	9/1/2023		X					
02-204 Continuing Education	3 years	9/1/2023			X				
02-205 Course Fees	5 years	9/1/2023							X
02-206 Course Grades	5 years	9/1/2023					X		
02-207 Credit and Contact Hours	5 years	9/1/2023					X		
02-208 Curriculum Reviews, Modifications, and Approvals	3 years	9/1/2023				X			
02-209 Development Education and Texas Success Initiative	5 years	9/1/2023							X
02-210 Discontinuance of a Program or Academic Unit	5 years	9/1/2023			X				
02-211 Doctoral Students: Allowable Credit Hours and Completion Times	5 years	9/1/2023		X					
02-212 English Proficiency of Faculty	5 years	9/1/2023							X
02-213 Extra-Institutional Learning Experiences in the BAAS Degree	5 years	9/1/2023					X		
02-214 In-Residence Requirement	5 years	9/1/2023				X			
02-215 Minimum Course Enrollments	5 years	9/1/2023			X				
02-216 Off-Campus Credit Courses	5 years	9/1/2023		X					
02-217 Out-of-State Course Delivery	5 years	9/1/2023			X				
02-218 Second Baccalaureate Degrees	5 years	9/1/2023				X			
02-219 Substantive Change	5 years	9/1/2023					X		
02-301 Academic and Professional Qualifications/Terminal Degrees	5 years	9/1/2023			X				
02-302 Academic Appointments and Titles	3 years	9/1/2023	Fall/Spring 24						

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02-303 Academic Freedom and Responsibility	5 years	9/1/2023					X		
02-304 Academic Promotion of Full-Time Faculty	3 years	9/1/2023		X					
02-305 Adjunct Faculty Performance Evaluation	5 years	9/1/2023					X		
02-306 Distance Education Faculty Competencies and Compensation	5 years	9/1/2023						X	
02-307 Emeritus Status and Honorary Degrees	5 years	9/1/2023						X	
02-308 Faculty Code of Conduct	3 years	9/1/2023			X				
02-309 Faculty Development Leave	5 years	9/1/2023							X
02-310 Faculty Disagreements	3 years	9/1/2023						X	
02-311 Faculty Search	5 years	9/1/2023							X
02-312 Faculty Workload	5 years	9/1/2023		X					
02-313 Meeting and Conducting Classes	5 years	9/1/2023							X
02-314 Misconduct in Scholarly or Creative Activities	5 years	9/1/2023					X		
02-315 Part-Time Academic Appointments	5 years	9/1/2023				X			
02-316 Performance Evaluation of Faculty	3 years	9/1/2023		X					
02-317 Purchased Instructor-Generated Materials	5 years	9/1/2023						X	
02-318 Reproduction of Copyright Works by Educators and Librarians	5 years	9/1/2023							X
02-319 Summer Teaching Appointments	5 years	9/1/2023					X		
02-320 Tenure and Continued Employment	5 years	9/1/2023	Spring 24						

02-401 Compensation from Grants, Contracts, and Other Sponsored Agreements	5 years	9/1/2023		X					
02-402 Effort Reporting and Certification for Sponsored Activities	5 years	9/1/2023			X				
02-403 Export Control	5 years	9/1/2023					X		
02-404 Facilities and Administrative (Indirect) Cost Recovery, Distribution and Use	5 years	9/1/2023						X	
02-405 Financial Conflicts of Interest in Sponsored Activities	5 years	9/1/2023							X
02-406 Fixed Price Awards	5 years	9/1/2023							X
02-407 Grants and Contracts Administration	5 years	9/1/2023						X	
02-408 Human Research Subjects Protection	5 years	9/1/2023					X		
02-409 Intellectual Property	5 years	9/1/2023			X				
02-410 Institutional Animal Care and Use Committee (IACUC)	5 years	9/1/2023		X					
02-411 Misconduct in Federally Funded Research	5 years	9/1/2023		X					
02-412 Payments to Human Research Subjects	5 years	9/1/2023			X				
02-413 Recombinant DNA and/or Infectious Biohazards in Teaching and Research	5 years	9/1/2023					X		
02-414 Research Enhancement Program	5 years	9/1/2023						X	
02-415 Texas Comprehensive Research Fund	5 years	9/1/2023							X

<b>SFASU - Human Resources</b>				<i>Next Review - FY24</i>	<i>Next Review - FY25</i>	<i>Next Review - FY26</i>	<i>Next Review - FY27</i>	<i>Next Review - FY28</i>	<i>Next Review - FY29</i>
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03-101 AIDS and HIV	5 years	9/1/2023							X
03-102 Reporting of Abuse, Exploitation, or Neglect of Elderly Persons or Persons with Disabilities	5 years	9/1/2023							X
03-201 Administrative and Professional Staff	3 years	9/1/2023		X					
03-202 Consensual Relationships	5 years	9/1/2023						X	
03-203 Employee Affirmative Action/Recruitment Plan	5 years	9/1/2023					X		
03-204 Employee Terminations and Transfers	5 years	9/1/2023				X			
03-205 Employment of Persons with Criminal History	5 years	9/1/2023		X					
03-206 Employment Preference for Veterans and Foster Children	5 years	9/1/2023				X			
03-207 Fair Labor Standards	5 years	9/1/2023					X		
03-208 Nepotism	5 years	9/1/2023						X	
03-209 Performance Management Plan	5 years	9/1/2023							X
03-210 Probationary Period of Employment	5 years	9/1/2023						X	
03-211 Reduction in Force of Staff and Non-Tenure Track Employees	5 years	9/1/2023					X		
03-212 Retirement and Modified Service	5 years	9/1/2023				X			
03-213 Return to Work	5 years	9/1/2023		X					
03-214 Security-Sensitive Positions	5 years	9/1/2023		X					
03-215 Selective Service Registration	5 years	9/1/2023				X			
03-216 Staff Employment	3 years	9/1/2023					X		
03-217 Telecommuting Arrangements for Staff Employees	3 years	9/1/2023					X		
03-218 Temporary Employment	5 years	9/1/2023						X	
03-219 Volunteer Workers	5 years	9/1/2023							X
03-220 Workers Compensation Insurance Coverage	5 years	9/1/2023						X	
03-221 Working Hours and Holidays	5 years	9/1/2023							X



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04-203 Dual Credit and Dual Enrollment Programs	3 years	9/1/2023					X		
04-204 Graduate Admission and Assistantships	3 years	9/1/2023		X					
04-205 Meningitis Vaccine	5 years	9/1/2023						X	
04-206 Provisional Admission of Undergraduate Students	3 years	9/1/2023					X		
04-207 Transfer of Undergraduate Credit	5 years	9/1/2023							X
<b>SFASU - Business/Fiscal/Facilities</b>			<b>Next Review - FY24</b>	<b>Next Review - FY25</b>	<b>Next Review - FY26</b>	<b>Next Review - FY27</b>	<b>Next Review - FY28</b>	<b>Next Review - FY29</b>	
05-101 Disposition of Abandoned Personal Property	5 years	9/1/2023							X
05-102 Financial Aid Code of Conduct	5 years	9/1/2023							X
05-103 Financial Exigency	5 years	9/1/2023						X	
05-104 Gifts, Prizes, and Awards	5 years	9/1/2023			X				
05-105 Mail Services	5 years	9/1/2023				X			
05-106 Travel	5 years	9/1/2023						X	
05-107 Travel Card (T-Card)	5 years	9/1/2023						X	
05-201 Direct Pay Disbursements	5 years	9/1/2023			X				
05-202 Discretionary Use of University Funds	5 years	9/1/2023		X					
05-203 Expenditure Authority for Financial Transactions	5 years	9/1/2023				X			
05-204 Moving Expenses	5 years	9/1/2023						X	
05-205 Payment Card Acceptance and Security	5 years	9/1/2023							X
05-206 Post Bond Insurance Federal Tax Compliance	5 years	9/1/2023							X
05-207 Prompt Payment to Vendors	5 years	9/1/2023						X	
05-208 Receipts and Deposits	5 years	9/1/2023				X			
05-209 Returned Payments	5 years	9/1/2023			X				
05-210 Student and Non-Student Accounts Receivable	5 years	9/1/2023		X					
05-211 Trusteed Funds	5 years	9/1/2023			X				
05-212 Tuition Set-Aside Funds Programs	5 years	9/1/2023				X			
05-301 Best Value Procurement	3 years	9/1/2023				X			
05-302 Contracting and Purchasing Authority	3 years	9/1/2023				X			
05-303 Entertainment and Official Functions	5 years	9/1/2023		X					
05-304 Historically Underutilized Businesses	5 years	9/1/2023							X
05-305 Procurement Card (P-Card)	5 years	9/1/2023			X				
05-306 Property Inventory and Management	5 years	9/1/2023						X	
05-307 Property Liability	5 years	9/1/2023						X	
05-308 Year-End Purchasing	5 years	9/1/2023							X
05-401 Animals on Campus	3 years	9/1/2023					x		
05-402 Camps and Conferences	5 years	9/1/2023						x	
05-403 Expressive Activities	5 years	9/1/2023			x				
05-404 General Facilities Management	3 years	9/1/2023					x		
05-405 Juanita Curry Boynton House	5 years	9/1/2023			x				
05-406 Parking Services	Annual	9/1/2023	Summer '24						
05-407 Physical Plant Services	5 years	9/1/2023		x					
05-408 Skating, Skateboarding and Motorized Scooters	5 years	9/1/2023							x
05-409 Solicitation on Campus	5 years	9/1/2023		x					
05-410 Sustainability Practices	5 years	9/1/2023			x				
05-411 Tailgating	5 years	9/1/2023							x
05-412 Transportation Services	5 years	9/1/2023					x		
05-413 Use of University Facilities	5 years	9/1/2023						X	
05-414 Vending	5 years	9/1/2023							x
05-501 Annual Disclosure of Crime Statistics	5 years	9/1/2023		x					
05-502 Asbestos Management	5 years	9/1/2023							x
05-503 Youth Protection	5 years	9/1/2023			x				
05-504 Children in the Workplace	5 years	9/1/2023		x					
05-505 Drug and Alcohol Testing	5 years	9/1/2023		x					
05-506 Emergency Operations	3 years	9/1/2023					x		
05-507 Environmental Management	5 years	9/1/2023							x
05-508 Fire and Life Safety	5 years	9/1/2023		x					
05-509 Firearms, Explosives and Ammunition	5 years	9/1/2023							x

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05-510 Health and Safety	5 years	9/1/2023		x						
05-511 Identification Cards	5 years	9/1/2023						x		
05-512 Illicit Drugs and Alcohol Abuse	5 years	9/1/2023				x				
05-513 Public Health Policy	5 years	9/1/2023						x		
05-514 Radioactive or Radiation-producing Materials or Equipment	5 years	9/1/2023							x	
05-515 Risk Management	5 years	9/1/2023		x						
05-516 Security Systems	5 years	9/1/2023							x	
05-517 Smoking Vaping and Use of Tobacco Products	5 years	9/1/2023					x			
05-518 Timely Warning	5 years	9/1/2023							x	
05-519 Training and Certification of University Vehicle Operators	5 years	9/1/2023					x			
05-520 University Closure for Inclement Weather and Other Emergencies	5 years	9/1/2023				x				
05-521 Use of Alcoholic Beverages	5 years	9/1/2023						x		
05-601 Affiliated Organizations and Advisory Councils	5 years	9/1/2023							x	
05-602 Managing Endowments	5 years	9/1/2023					x			
05-603 Solicitation, Acceptance, Processing, and Management of Gifts	5 years	9/1/2023		x						
05-701 Email for University Communications	5 years	9/1/2023					x			
05-702 Mobile Device Applications	5 years	9/1/2023						x		
05-703 News Releases and Media Contract	5 years	9/1/2023							x	
05-704 Social Media	5 years	9/1/2023				x				
05-705 University Letterhead and Email Signatures	5 years	9/1/2023		x						
05-706 University Logo and Seal	5 years	9/1/2023							x	
05-707 University Publications, Mass Email and Webpages	5 years	9/1/2023					x			
05-708 University Website	5 years	9/1/2023				x				
<b>SFASU - Information Technology</b>					<i>Next Review - FY24</i>	<i>Next Review - FY25</i>	<i>Next Review - FY26</i>	<i>Next Review - FY27</i>	<i>Next Review - FY28</i>	<i>Next Review - FY29</i>
06-101 Acceptable Use of Information Technology Resources	5 years	9/1/2023		x						
06-102 Cellular Telephones and Wireless Communication Devices	5 years	9/1/2023								x
06-103 Digital Millenium Copyright	5 years	9/1/2023							x	
06-104 Electronic Signatures	5 years	9/1/2023				x				
06-105 Security and Identity Theft Prevention Program	3 years	9/1/2023					x			
06-106 Information Security Incident Response and Reporting	3 years	9/1/2023					x			
06-107 Information Security Management	3 years	9/1/2023					x			
06-108 Wireless Networking	5 years	9/1/2023								x