

Academic Operating Procedure 7

Faculty Affairs DEI Compliance



Effective: June 10, 2025

AOP Statement

The purpose of this Academic Operating Procedure (AOP) is to establish clear, consistent guidelines for ensuring that faculty affairs operations comply with the Texas Education Code §51.3525 (DEI Law) and System Policy *08.01, Civil Rights Protections and Compliance*.

This procedure is necessary to ensure that all faculty-related activities align with the DEI Law, which prohibits the use of institutional support or resources delivered or conditioned based on race, ethnicity, color, or sex. This AOP applies to faculty affairs related to hiring, tenure, faculty organizations, grant activity, accreditation efforts, and the provision of academic or professional opportunities involving faculty.

Procedures and Responsibilities

1. RESPONSIBILITY

- 1.1. The provost, or their designee, shall be responsible for oversight and compliance of faculty affairs operations related to the DEI Law.
- 1.2. The provost shall collaborate with the Compliance Office to ensure that all documentation is completed, maintained, and submitted in accordance with annual compliance reporting requirements.
- 1.3. It is the responsibility of all faculty and staff to ensure that no institutional support or resources are delivered or conditioned based on race, ethnicity, color, or sex.
- 1.4. All employees are expected to comply with System Policy *08.01* and its delineated prohibitions.

2. HIRING AND RECRUITING PRACTICES

- 2.1. TAMUK adheres to System Regulations *33.99.01, Employment Practices*, and *33.99.04, Promotions, Transfers and Voluntary Moves*, as well as System Policies *08.01, Civil Rights Protections and Compliance*, and *12.01, Academic Freedom, Responsibility, and Tenure*. Departments or units under the Division of Academic Affairs submit position requests for approval through respective deans, the provost, Human Resources, and the Office of the President. The provost is tasked with reviewing position requests and titles of positions at this initial step. Once approved, the position description is reviewed by

Human Resources and by the provost prior to posting. This review verifies that position descriptions and application requirements are compliant with DEI Law.

3. TENURE REVIEW PROCEDURES

3.1. TAMUK adheres to System Policy *12.01, Academic Freedom, Responsibility, and Tenure*; TAMUK Rule *12.01.01.K1, Institutional Rules for Implementing Tenure*; and TAMUK *Academic Operating Procedure 1, Academic Freedom, Responsibility, and Tenure*. The Office of Academic Affairs oversees the tenure review process and ensures that all applicable policies and procedures are followed. The provost reviews all applications for tenure and ensures that faculty are reviewed appropriately and without expectations that would violate DEI Law before making a final recommendation to the president for each candidate. Tenure is awarded by the TAMUS Board of Regents.

4. FACULTY ORGANIZATIONS

4.1. Each year, TAMUK publishes the Texas A&M University-Kingsville Council and Committee Handbook. This document contains a listing of all faculty and staff standing councils and committees that exist at the university level. The handbook includes a listing of the membership for each council and committee, as well as the committee's charge. The Office of Academic Affairs revises and publishes this handbook each year. The responsible party for each council or committee submits edits or changes to the membership or committee charge in preparation for each new revision. Academic Affairs checks all of the edits and verifies that organizations at TAMUK are compliant with DEI Law.

5. GRANT PROPOSALS

5.1. TAMUK's Office of Research and Innovation reviews grant proposals for prohibited DEI-related initiatives prior to submission. Proposals identified as potentially violating the regulation will be referred to the provost, in collaboration with the vice president for the Division of Research and Innovation, for determination.

5.2. All faculty are required to sign a certification of compliance with DEI law prior to proposal submission.

6. ACCREDITATION CERTIFICATION

6.1. Each year, in preparation for the publication of our academic catalog, the Office of Academic Affairs verifies the status of all programs with professional accreditations to ensure accurate representation in the catalog. As part of that review, the Office of Academic Affairs will work with program coordinators to check for any accreditation standards that may have changed during the prior year, which could impact compliance with DEI Law.

7. ACADEMIC AND PROFESSIONAL OPPORTUNITIES

7.1. The university shall ensure that all academic and professional opportunities offered to students, visiting scholars, and existing faculty are made available without regard to race, ethnicity, color, or sex.

8. OTHER PROGRAMS AND ACTIVITIES

- 8.1. In collaboration with the dean of students, the provost will review student academic programs and activities funded and/or supported by the university, including institutional conferences, seminars, workshops, symposia, and other academic events hosted by the university.

Related Statutes, Policies, Rules, or Requirements

[Texas Education Code §51.3525](#)

[System Policy 08.01, Civil Rights Protections and Compliance](#)

[System Policy 12.01, Academic Freedom, Responsibility, and Tenure](#)

[System Regulation 33.99.01, Employment Practices](#)

[System Regulation 33.99.04, Promotions, Transfers and Voluntary Moves](#)

[University Rule 12.01.01.K1, Institutional Rules for Implementing Tenure](#)

[Academic Operating Procedure 1, Academic Freedom, Responsibility, and Tenure](#)

[Texas A&M University-Kingsville Council and Committee Handbook](#)

[Texas A&M University-Kingsville Faculty Handbook](#)