Explanation of SAMs/MAPPs

- SAM – Documentation applies to all System Campuses; the documentation in a SAM overrules any documentation in a MAPP.

- MAPP – Applies to UH Main Campus and UH – Sugar Land Campus; each System campus has their own documentation, which supports (and follows) SAM documentation.

- How many review cycles in a Fiscal Year (FY)?   Three (3)
  - Quarter 1 (September, October, November)
  - Quarter 2 (December, January, February)
  - Quarter 3 (March, April, May)

- Why Only 3 Cycles? Faculty/leadership availability to review in the summertime.

How Do People Receive Review Cycles?

- Listservs (Campus Review)
  - MAPP Listserv
  - SAM Listserv
  - CDA Listserv
- Being added to the e-mail based on content of the documents (Campus Review).
- University Coordinating Commission (UCC): Sends to a specific group or groups based on a meeting to determine stakeholders (20 working days after they have determined stakeholders).
- Executive Review: Composed of Campus/System Leadership.

Campus/Executive Review Cycle (SAMs/MAPPs)

- <u>Campus Review</u> – 20 Working Days (Approximately 1 month)

- <u>Subject Matter Expert (SME) Review/Incorporation of Comments</u> – Approximately 5 Working Days (1 week), unless there are problems with documentation needing additional time (2 Weeks).

- <u>Executive Review</u> – 20 Working Days (Approximately 1 month)

- <u>University Coordinating Commission (UCC)</u> – Receives the full 40 Working Days [Campus/Executive Review Cycles] to make comments. They will usually give their comments on the documentation somewhere within 30 Working Days.

- <u>Total Number of Working Days for One Review Cycle</u> – 45 - 50 Working Days.

Review Cycle Timeline (MAPPs/SAMs)
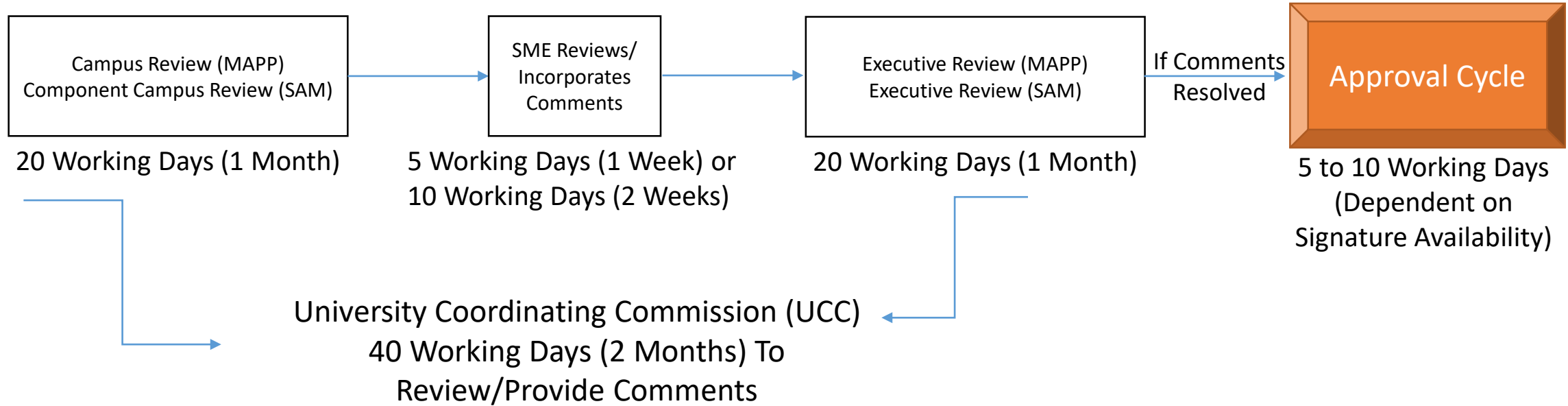
Forecast for Quarter 2, FY 2019

- MAPPs – Includes:
  - MAPP 03.02.02 – Delivery Services Policy (Postal Services)
  - MAPP 04.05.02 – Cougar Cards (University Services)
  - MAPP 04.05.03 – Preferred Names on Cougar Cards (New MAPP)
  - MAPP 06.03.04 – Food Sanitation Program (New MAPP)
  - MAPP 13.01.02 – Conduct Assessment and Response Team (CART)
- SAMs – Includes:
  - Two (2) New SAMs from Equal Opportunity Services (EOS) – Topics TBD
  - SAM 01.D.03 – Trademark Management
  - SAM 03.A.05 – Contract Administration

Contact Information (Listserv(s), Etc.)

- MAPP Listserv (To Sign Up):
  http://www.uh.edu/af/universityservices/policies/mapplist.htm

- SAM Listserv (To Sign Up):
  http://www.uh.edu/af/universityservices/policies/mapplist.htm

- Policies and Procedures Web Site Location:
  http://www.uh.edu/af/universityservices/policies/

- How to Contact Peggy Levy (For feedback, questions, etc.):
  uhpolicies@uh.edu   palevy@central.uh.edu   713-743-6636