

**ADMINISTRATIVE PROCEDURES**

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| **10.27 DEI Law Compliance** | **Revised: April 17, 2024** |

1. GOVERNING REGULATIONS

This procedure is governed by System Policy [08.01](http://policies.tamus.edu/08-01.pdf) *Civil Rights Protections and Compliance*, System Regulation [08.01.01](http://policies.tamus.edu/08-01-01.pdf) *Civil Rights Compliance*, and the System Ethics and Compliance Office *D.E.I. Compliance Operational Manual*.

2. PURPOSE

This procedure helps ensure that the Texas A&M Forest Service is in compliance with Texas Education Code 51.3525 (DEI Law) as implemented by System Policy 08.01 *Civil Rights Compliance and Protections*.

3. RESPONSIBILITIES

3.1 The agency Director is responsible for ensuring annual compliance with the DEI Law, as implemented by System Policy 08.01.

3.2 The Compliance Coordinator in the Office of Finance and Administration serves as the party responsible for the facilitation and assurance of the agency’s compliance with the DEI Law.

3.3 All agency employees are expected to comply with System Policy 08.01 and its delineated prohibitions and to ensure that no agency support or resources are delivered or conditioned on the basis of race, sex, color, or ethnicity.

4. PROCESS

4.1 The Compliance Coordinator will follow the System Ethics and Compliance Office (SECO) *DEI Compliance Operational Manual* to conduct annual reviews of all areas and activities of the agency to ensure compliance with the DEI Law. These reviews will be done with the assistance of and coordination with the Executive Team, Department Heads and other appropriate staff.

4.2 The Compliance Coordinator will participate in SECO’s annual DEI Compliance Training and will provide this training to the Executive Team and Department Heads annually.

5. MONITORING

5.1 Throughout the year the identified departments and offices will perform the following monitoring processes to identify and address potential violations of the DEI Law. Anything discovered that is non-compliant with the DEI Law will be reported to the Compliance Coordinator.

5.1.1 The Budgets and Accounting department will identify and address any DEI related content in their reviews of titles, locations, departments and funding sources prior to opening any new accounts or changing existing accounts.

5.1.2 The Employment Development department in coordination with AgriLife Human Resources will identify and address any DEI related content in their reviews of personnel related activity, to include job profiles and titles, hiring process documents, performance evaluations and training materials.

5.1.3 The Information Resources department and unit content managers will identify and address any DEI related content in their reviews of new or existing website content.

5.1.4 The Communications office will identify and address any DEI related content in their reviews of new or existing content and links on social media sites.

5.1.5 The Policy & Review Coordinator will identify and address any DEI related content in the review of all agency rules, administrative procedures, guidelines and forms to be added or updated.

5.1.6 Members of senior leadership will identify and address any DEI content in documents (administrative or programmatic) they review or approve.

5.2 Bi-annually, the Compliance Coordinator will perform reviews of the following areas to identify and address any DEI related content:

* Finance and Budgeting
* Human Resources
* Website and Social Media Information
* Policies and Procedures

6. REPORTING

6.1 On a quarterly basis, the Compliance Coordinator will provide SECO with progress reports per the *DEI Compliance Operational Manual*.

6.2 The Compliance Coordinator will ensure the agency Certification of Compliance is submitted to SECO no later than the first business day of June of each year. This certification will include a report of compliance and compliance assurance statements.

6.3 Potential DEI Law violations or any emails, calls, text messages or communications of any kind, including articles and media reports of violations, should be forwarded to the Compliance Coordinator for proper handling in accordance with the *DEI Compliance Operational Manual*.

6.3.1 The Compliance Coordinator will notify the Assistant Director for Communications and Marketing of contacts from media or published articles for proper coordination with Vice Chancellor for Marketing and Communication.

6.3.2 The Compliance Coordinator will properly report the alleged violation to the System Hotline and coordinate with the Associate Director for Finance and Administration and SECO on the review/investigation.

6.4 The Compliance Coordinator will disseminate notices or information related to the DEI Law, as needed.

7. ENFORCEMENT AND DISCIPLINE

7.1 Noncompliance and willful violations of the DEI Law are prohibited. Failure to comply with the DEI Law may result in disciplinary action by the agency up to and including termination.

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