Sam Houston
State University

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POLICIES & PROCEDURES

Sections and Contacts

- Administrative: Kathy Gilcrease
- Academic Affairs: Richard Eglsaer
- Finance & Operations: Carlos Hernandez
  - Facilities Management: Juan Nunez
  - Human Resources: David Hammonds
  - Payroll: Karyl Horn
  - Procurement and Business Services: Reneé Starns
  - Travel: Norma O'Bannon
  - Bursar's Office: Debra Holl
- Division of Information Technology: Mark Adams
- Student Services: Frank Parker
- University Advancement: Frank Holmes
- Forms

For additions or changes, prepare the desired text of the policy in Word format. You may forward the document and a request to the President's Office, Box 2026, with a request to add, change, or delete the policy. Approval by the President's Cabinet is required prior to any further action. (Policy Template)

When approval is given by the President's Cabinet, you may directly notify the Contact for your section for further information on updating the file online.

If the policy has been reviewed, and no changes are needed, please e-mail that information to each section's liaison for the review date to the updated.

If you have any comments or questions regarding the Administrative Policies and Procedures, you may e-mail the Contact for that section.

Links within policies jump to beginning of page in which section is located.

Policy Template

Policies & Procedures

Administrative

Academic Affairs

Facilities Management

Finance & Operations

Human Resources

Division of Information Technology

Payroll

Procurement & Business Services

Travel

Student Affairs

University Advancement

Forms

Policy Template

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