

**ACADEMIC AFFAIRS PROCESS FOR IMPLEMENTATION OF CAMPUS CARRY
FOR FORMAL ADMINISTRATIVE HEARINGS/INVESTIGATIONS**

TAMU Rule 34.06.02.M1, section 6.C.1.e provides that licensed carry of a handgun is categorically prohibited on premises where formal administrative hearings/investigations are being conducted.

To comply with Texas A&M University Standard Administrative Procedure (SAP) 34.06.02.M1.01, section 5.2.3, the following process has been established by the Provost and Executive Vice President for the notice required by section 5.2.3.2 of the SAP and distribution of temporary signage for premises where formal administrative hearings/investigations are being conducted by units within Academic Affairs.

1.1 Definition

For purposes of Texas A&M Rule 34.06.02.M1, section 6.C.1.e, a formal administrative hearing/investigation is a meeting held following the submission of a written complaint, appeal or allegation in accordance with an established university procedure. The purpose of the meeting must be to provide notice, gather relevant information or evidence, provide a party or parties the opportunity to be heard, deliberate, or render a decision regarding the written complaint, appeal or allegation.

Established university processes within Academic Affairs that could include formal administrative hearings/investigations include:

- Student Rule 20 (academic misconduct),
- Student Rule 57 (undergraduate academic appeals panel),
- Student Rule 59 (graduate academic appeals panel),
- Student Rule 62 (first professional appeals panel)
- University Rule 12.01.99.M2 (University Statement on Academic Freedom, Responsibility, Tenure, and Promotion)
- University Rule 12.99.99.M2 (Faculty Grievances Procedures not Concerning Questions of Tenure, Dismissal or Constitutional Rights),
- College Committee Grievance Procedures for faculty members
- University Standard Administrative Procedure 08.01.01.M1.02 (Investigation and Resolution of Complaints Against Faculty Members for Illegal Discrimination, Sexual Harassment, or Related Retaliation Charges)

2.1 Process

All requests from Academic Affairs units to temporarily prohibit licensed carry of handguns due to a formal hearing/investigation being conducted must be entered in the Concealed Carry Restriction website (CCRR) and approved by the Provost and Executive Vice President or designee before a prohibition can be implemented. The following process outlines the necessary steps for providing notice of a formal administrative hearing/investigation and requesting approval.

1. The request is submitted for approval.

Requests are made through the office responsible for the process as outlined in the Student Rules and University Rules and SAPs. The individual with direct oversight of the formal

hearing/investigation should contact the following office requesting authorization to temporarily prohibit licensed carry of handguns:

Academic Misconduct – Aggie Honor System Office (979.458.3378)

Undergraduate Academic Appeals – Undergraduate Studies (979.845.3210)

Graduate Academic Appeals and First Professional Appeals– Graduate & Professional Studies (979.845.3631)

University Rules 12.01.99.M2 and 12.99.99.M2, College Committee Grievance Procedures and University SAP 08.01.01.M1.02 – Dean of Faculties (979.845.4274)

The request for the prohibition is submitted by the appropriate institutional office through <https://ccrr.tamu.edu>. The request must include meeting type, date, times, locations, contact person (name, phone, and email), attendee emails, any comments, and the type formal hearing/investigation being conducted.

2. The request is reviewed by the Provost and Executive Vice President or designee (Associate Provost for Undergraduate Studies, Associate Provost for Graduate and Professional Studies, Associate Provost and Dean of Faculties, or Associate Provost for Academic Affairs).
3. The Requestor and contact person will receive an email notifying them of the approval, denial, or a request for additional information.
4. If approved, the day before an approved meeting, email notices will be automatically sent to the list of attendee email addresses stating that licensed carry of a handgun is prohibited at the formal hearing/investigation.
5. Effective notice meeting the requirements of Texas Penal Code §30.06 must be provided for all premises where licensed carry is prohibited due to a formal administrative hearing/investigation being conducted.
 - a. Temporary signage meeting the requirements of Texas Penal Code §30.06 should be coordinated with the office responsible for the process as indicated above. The responsibility for placement of the sign lies with the individual with direct oversight of the formal hearing/investigation. One to two hours before a meeting starts, an automated email will be sent to the Requestor and contact person as a reminder to place the temporary signage at all entrances to the premises and to mark the time (using the CCRR website) that the signage was placed. After the meeting, another automated email is sent to the Requestor and contact person as a reminder to take the signage down and to log the removal time on the CCRR website.
 - b. In some instances, written notice that licensed carry is prohibited may be provided in lieu of a sign. The written notice must include the required language set out in Texas Penal Code §30.06 and be provided to all attendees.

3.1 Provisions

Posting of signage or provision of alternate notice shall not be done on an arbitrary, discriminatory or ad hoc basis. The prohibition of licensed carry of handguns under this process applies to only the room(s) where a formal administrative investigation/hearing is being conducted and it applies to everyone in the room, not just complainant or respondent.