



MIDWESTERN
STATE UNIVERSITY

President's Office Compliance Calendar

The following compliance calendar was created to assist the Compliance Partners and Cognizant Policy Officers in carrying out their duties related to the University's compliance obligations. The calendars include the laws, operating policies, rules, and regulations for a specific compliance area and aid in tracking the myriad reporting requirements and due dates. Compliance Partners shall assist the Cognizant Policy Officers in training the MSU community, which may include informal staff meetings and monitoring through regular walk-arounds or continuous observation while managing a designated compliance area.

Revised Date: 5/26/25

Compliance Partner: Chief of Staff

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
President & Provost	January 1 Odd numbered years	President	Provost	<p>Internet Access to Course Information to Governor, Lt. Governor, Speaker & Sen. Education and House Higher Ed Chairs. TEC 51.974(f)</p> <p>Each institution of higher education shall make available to the public on the institution's Internet website the following information for each undergraduate classroom course offered for credit by the institution:</p> <p>(1) a syllabus that:</p> <p>(A) satisfies any standards adopted by the institution;</p> <p>(B) provides a brief description of each major course requirement, including each major assignment and examination;</p> <p>(C) lists any required or recommended reading; and</p> <p>(D) provides a general description of the subject matter of each lecture or discussion;</p> <p>(2) a curriculum vitae of each regular instructor that lists the instructor's:</p>	TEC 51.974(f)

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				<p>(A) postsecondary education; (B) teaching experience; and (C) significant professional publications; and (3) if available, a departmental budget report of the department under which the course is offered, from the most recent semester or other academic term during which the institution offered the course. (a-1) A curriculum vitae made available on the institution's Internet website under Subsection (a) may not include any personal information, including the instructor's home address or home telephone number. (b) The information required by Subsection (a) must be: (1) accessible from the institution's Internet website home page by use of not more than three links; (2) searchable by keywords and phrases; and (3) accessible to the public without requiring registration or use of a user name, a password, or another user identification. (c) The institution shall make the information required by Subsection (a) available not later than the seventh day after the first day of classes for the semester or other academic term during which the course is offered. The institution shall continue to make the information available on the institution's Internet website until at least the second anniversary of the date on which the institution initially posted the information.</p>	

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President	April 30	President	Chief of Staff and Executive Asst. to President	Per TGC, Section 572.026 (a): "Not later than April 30 each year, a state officer or a state party chair shall file the financial statements required by this subchapter."	Texas Education Code (TEC), Section 51.9193(c) https://app.smartsheet.com/b/form/45056c004a4c4002b1222745ff8a8156
President	July (No later than August 1)	President	Chief of Staff and Executive Director of Wellness	<p>Texas Education Code (TEC), Section 51.9193(c) requires University to:</p> <ol style="list-style-type: none"> 1) Create web page on University's Internet website that is: <ol style="list-style-type: none"> A) dedicated solely to information regarding mental health services available to the students, regardless of whether the resources are provided by the University; and B) includes the address of the nearest local mental health authority; and 2) maintain a conspicuous link on the University's Internet website home page to the web page described in subdivision 10 of 51.9193(c) <p>TEC, Section 51.9193(c) requires University's President (or designee), no later than August 1 of each year, to certify to the Texas Higher Education Coordinating Board (THECB) the University's compliance with TEC Section 51.9193.</p>	Texas Education Code (TEC) Section 51.3525(e) https://app.smartsheet.com/b/form/f15e884f68fa43bf90dfd9653c97f919
President	August 31 (no later than September 1 each year)	President	Chief of Staff	Per Texas Education Code (TEC) Section 51.3525(3), the president and Board Chair must certify the institution's and board's compliance with this section during the preceding state fiscal year, with certification submitted to the THECB before September 1 each year. (SB 17 compliance)	Texas Education Code (TEC) Section 51.942(c-4)g) and General Appropriations Act, Special Provisions Relating only to State Agencies of Higher Education, Sec. 25. https://app.smartsheet.com/b/form/e29ac74012b942caa3e7a0deed7c4009

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President	August 31 (no later than September 1 each year)	President	Provost and Chief of Staff	Per Texas Education Code (TEC) Section 51.942(c-4)g), the president or provost shall file a copy of the institution's tenure and post-tenure review policies to the THECB before September 1 each year.	Texas Education Code, Subchapter E-2 (Reporting Incidents of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking), Section 51.253 – Administrative Reporting Requirements; Section 51.258 - Compliance https://www.highered.texas.gov/our-work/supporting-our-institutions/institutional-certification-and-compliance/
President	October 31	President	Chief of Staff and Title IX Coordinator	Per Texas Education Code (TEC), Subchapter E-2, Section 51.253, the University President must submit to the Board of Regents and post on the University's Internet website a report concerning the reports received under Section 51.252 - Reporting Required for Certain Incidents. The report: 1) may not identify any person; and 2) must include: A) the number of reports received under Section 51.252; B) the number of investigations conducted as a result of those reports; C) the disposition, if any, of any disciplinary processes arising from those reports; D) the number of those reports for which the institution determined not to initiate a disciplinary process, if any; and E) any disciplinary actions taken under Section 51.255. Per TEC, Subchapter E-2, Section 51.258 - Compliance, the University President shall annually certify (no later than Oct. 31) in writing to the THECB that the university is in substantial compliance with subchapter E-2.	Regents Rules 02.03.3 Presidents' appointments

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
President	Before hiring, terminating or reassigning certain administrators	President	Chief of Staff	Per Regents Rules - The appointment, termination or reassignment of provosts, vice presidents, vice provosts, deans of schools and colleges, director of intercollegiate athletics, and head coaches of intercollegiate athletics programs shall be determined by the president. Prior to the president making a determination of the individual the president intends to select for such a position or of the president's intention to terminate or reassign an individual in such a position, the president shall have the input of the chancellor regarding the candidate(s) under consideration or the intention to terminate or reassign an individual in such a position. Before any announcement is made regarding the appointment to or the termination or reassignment of an individual in such a position, the president shall provide prior notification to the chancellor and the board.	Texas Governmental Code (TGC), Subchapter A, Section 572.0261 (c)
President	Within 45 days of assuming office.	President	Chief of Staff	Per Texas Government Code (TGC), Subchapter A, Section 572.0261 (c): "An individual who is appointed or employed as the executive head of a state agency shall file a financial statement not later than the 45 th day after the date on which the individual assumes the duties of the position. A state agency shall immediately notify the [Texas Ethics] Commission of the appointment or employment of an executive head of the agency."	