

Intranet

Helpful Links

[College of Architecture](#)

The main college website

[Webmail](#)

Access your email and calendar from any web browser

[Information Technology Services](#)

Find help documents and FAQs about computers and technology in the college

[ArchONE](#)

The latest college news and events

Forms

New

- [Employee Information Form \(PDF\)](#)

Communication

Forms

- [Communications Request Form \(PDF\)](#)

General Forms

- [Fax Cover Sheet\(PDF\)](#)
- [New Course Requests \(PDF\)](#)

Graduate/Undergraduate Forms

- [Proposed Degree Plan \(PDF\)](#)
- [Romieniec Graduate Travel Fellowship\(PDF\)](#)

Human Resources

Forms

- Student Worker Employment (PDF)
- Aggie ID Card (MS Word)
- Selective Service Registration Form (PDF)
- Graduate Assistant Contract (PDF)
- Employee Information Form (PDF)

Leave & Payroll

Forms

- Direct Deposit Authorization Form (PDF)
- External Employment Form (PDF)
- Dual Employment Form (PDF)
- Request Sick and Vacation Leave through LeaveTraQ Logon Page
- Request to Change or Cancel Personal Leave Form (MS Word)
- In-processing Checklist (PDF)

Miscellaneous

- Request for Computer Account Form (PDF)
- Shared Print Account Voucher (PDF)
- Special Mailing Form (PDF)
- Waiver of Liability Form (PDF)

Parking Forms

- Parking Allocation Update (PDF)

Procurement Cards

- Pro-card Usage Procedures (PDF)
- One-Time Use Request (PDF)
- Receipt Documentation Form (PDF)

Purchase Forms

- Purchase Order Form (PDF)
- Individual Reimbursement Form (PDF)
- Substitute W-9 Form (PDF)
- Reimbursement of Business-Related Meals (PDF)
- Texas Sales and Use Tax Exemption Certification (PDF)
- Direct Deposit for Purchase Reimbursements

Travel Forms

- Field Trip Request Form (PDF)
- Foreign Travel Itinerary Registration Form (PDF)
- Request for Travel Form (PDF)
- TEES T&L Form (PDF)
- College Travel Procedures (MS Word)
- Travel Related Meals Reimbursement (PDF)
- Travel Expense Log (PDF)
- Travel Advance Form (PDF)
- Report of State Agency Travel to Washington DC
- Request for Direct Deposit for Travel Reimbursements (PDF)
- Hotel Occupancy Tax Exemption Form (PDF)
- Contract Airfare, Hotels, and Rental Car
- Per Diem Rates - Domestic Travel
- Per Diem Rates - Foreign Travel
- Staff Development Pool Funding & Travel Request Forms (PDF)
- Staff Development Committee Post-Training Evaluation Form (PDF)

Event Scheduling

Forms

- Event Checklist (PDF)
- Event Scheduling Form (PDF)

Policies and Procedures

New

- Faculty & Staff Committees (PDF)
- Administration of Endowed Chairs and Professorships (PDF)
- Required Course Assurance Policy (PDF)
- Administrative Privileges for Personal Workstation(s) (PDF)
- Procedures for Faculty & Staff Travelers (PDF)
- Buy-Out Guidelines (PDF)
- Faculty Development Leave Program (PDF)
- Publication Approval Procedures
- New Course Requests (PDF)
- Staff Development Committee Operational Plan (PDF)
- Architecture Ranch Policies 2007-08 (PDF)
- Online Course Policy (PDF)

Human Resources

Procedures

- New Employee Checklist (MS Word)
- Offer Letter for New Exempt Employees (MS Word)
- Offer Letter for New Non-Exempt Employees (MS Word)
- Graduate Assistant Contract (PDF)
- Procedure for Procuring a New Faculty or Staff&ID Card

Fiscal Procedures

- Sales Tax Manual (PDF)
- State of Texas Procurement Manual
- Guidelines for Disbursement of Funds
- Procedures for Payments to Guest Speakers, Artists in Residence, & Studio Reviewers
- Procedure for Applying for Staff Development Funding

Travel Procedures

- Field Trip Procedures (PDF)
- College Policy on Faculty International Travel for Peer-Reviewed Presentations (PDF)
- TAMU Financial Management Operations Travel Web site
- Guidelines for Disbursement of Funds
- [Procedures for Travel Grant Program] (PDF)
- State of Texas Travel Allowance Guide

Payroll Procedures

- Schedule of Biweekly Pay Periods
- Student Worker Employment (PDF)
- Graduate Assistant Contract (PDF)
- Procedures for Employment of Student Workers

Miscellaneous

Procedures

- Policy on Public Displays of Large Size Design and Construction Projects (PDF)
- Procedures for Emergency Situations
- Procedures for Special Events
- Procedures for Building Maintenance and Facilities
- Publication Approval Procedures

Guidelines

Faculty Promotion and Tenure Guidelines REV Sept 2010 (PDF)

Faculty Annual Review Information (PDF)

2018 Mid Term Review Calendar.pdf (PDF)

2017-19 Promotion Tenure Calendar.pdf (PDF)

Administration of Endowed Chairs and Professorships (PDF)

Syllabus Requirements