

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

Communications

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

General

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

Graduate/Undergraduate

- [Romieniec Graduate Travel Fellowship \(TAMU link\)](#)
- [Graduate Travel Funding Policy \(PDF\)](#)

Human Resources

- [Student Worker Employment \(PDF\)](#)
- [Selective Service Registration Form \(PDF\)](#)
- [Graduate Assistant Contract \(PDF\)](#)
- [Employee Information Form \(PDF\)](#)

Leave & Payroll

- External Employment Form (PDF)
- Dual Employment Form (PDF)

Miscellaneous

- Shared Print Account Voucher (PDF)
- Special Mailing Form (PDF)
- Waiver of Liability Form (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 (external link)

Travel Forms

- [Field Trip Request Form \(PDF\)](#)
- [College Travel Procedures \(MS Word\)](#)
- [Report of State Agency Travel to Washington DC \(external link\)](#)
- [Hotel Occupancy Tax Exemption Form \(PDF\)](#)
- [Per Diem Rates - Domestic Travel \(external link\)](#)
- [Per Diem Rates - Foreign Travel \(external link\)](#)
- [Staff Development Pool Funding & Travel Request Forms \(PDF\)](#)
- [Staff Development Committee Post-Training Evaluation Form \(PDF\)](#)

Event Scheduling

- [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)
- New Course Requests (PDF)
- Architecture Ranch Policies 2007-08 (PDF)
- Online Course Policy (PDF)

Human Resources

Procedures

- 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 (TAMU link)

Fiscal Procedures

- Sales Tax Manual (PDF)
- State of Texas Procurement and Contract Management Guide (external link)
- Guidelines for Disbursement of Funds (TAMU link)
- Procedures for Payments to Guest Speakers, Artists in Residence, & Studio Reviewers (PDF)
- 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 \(TAMU link\)](#)
- [Guidelines for Disbursement of Funds \(TAMU link\)](#)
- [\[Procedures for Travel Grant Program\] \(PDF\)](#)
- [State of Texas Travel Allowance Guide \(external link\)](#)

Payroll Procedures

- [Schedule of Biweekly Pay Periods \(TAMU link\)](#)
- [Student Worker Employment \(PDF\)](#)
- [Graduate Assistant Contract \(PDF\)](#)
- [Procedures for Employment of Student Workers \(TAMU link\)](#)

Miscellaneous Procedures

- [Policy on Public Displays of Large Size Design and Construction Projects \(PDF\)](#)
- [Procedures for Emergency Situations](#)
- [Procedures for Special Events](#)
- [Request for Building Maintenance and Facilities \(TAMU link\)](#)

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 (P
DF)

Minimum Syllabus
Requirements (TAMU link)