

## SB 17 Self-Assessment Inventory

### Academic Affairs

### Fiscal Year 2025

**Institution/Division/Department:** \_\_\_\_\_

**Review completed by and date:** \_\_\_\_\_

**Review approved by and date:** \_\_\_\_\_

For the steps applicable to your department’s activities:

- Establish an appropriate review cycle for the Division/Department, such as quarterly, per semester, annual, etc.
- Take remedial action where deemed necessary and document action(s) taken and the date(s) action was taken.
- Ensure processes/procedures are in place to conduct periodic self-assessments of the activity noted.
- Direct any questions in writing to the Office of General Counsel, Institutional Compliance staff, and/or the Office of Internal Audit.

Texas Education Code 51.3525 (SB 17) prohibits institutions of higher education from establishing or maintaining Diversity, Equity, and Inclusion (DEI) offices and engaging in certain DEI functions. Chapter 7, Paragraph 5 of the TSUS *Rules and Regulations* was adopted in support of SB 17.

Step	Remedial Action Needed? (Yes/No)	Remedial Action Taken/Date
Ensure you understand the prohibitions and exemptions as stated in Texas Education Code 51.3525 (SB 17), particularly Sections (b) and (c), and have reviewed information contained in the latest version of the “Guidance on Implementation of SB 17” on the TSUS Office of General Counsel’s website at <a href="https://www.tsus.edu/offices/general-counsel.html">https://www.tsus.edu/offices/general-counsel.html</a> .		
Conduct meetings or otherwise communicate the requirements of SB 17 to all employees.		
Review manuals, desk guides, policies, and procedures under the division’s/department’s purview to ensure that any references to activities prohibited by SB 17 are removed, except to the extent that the references indicate DEI-related activities are prohibited.		
Review all materials, including, but not limited to, admission applications at the department/program level, informational documents, marketing materials,		

<b>Step</b>	<b>Remedial Action Needed? (Yes/No)</b>	<b>Remedial Action Taken/Date</b>
guidelines, and operating documents for compliance with SB 17 requirements.		
Implement procedures to review proposed training sessions and related materials for compliance with SB 17 requirements prior to activation.		
Review required training materials that the division/department is responsible for to ensure that any references to SB 17 prohibited activities are removed, except to the extent that the references indicate SB 17 activities are prohibited.		
Review employee job descriptions to ensure that the descriptions do not contain references to activities prohibited by SB 17.		
Review current job postings to ensure the postings do not include references to activities prohibited by SB 17 and that the postings do not require an applicant to provide a DEI statement.		
Review hiring and recruiting practices and related documents and materials (including rubrics and matrices) to ensure compliance with SB 17 requirements.		
Review performance evaluation procedures, tools, metrics, documents, and forms related to promotions, merit increases, and equity adjustments for any prohibited language and/or criteria not compliant with SB 17.		
Review operating account/cost center titles for naming conventions that may appear to be non-compliant with SB 17.		
Review operational contracts, purchase orders, and procurement card expenditures to ensure that expenditures are not for services prohibited by SB 17.		
Review divisional/departmental signage (including electronic signage), flyers, posters, brochures, directories, etc., to ensure there are no references to terms and activities prohibited by SB 17, including outdated references to former DEI-related offices or positions.		
Implement and perform procedures to review and approve proposed information to be posted to websites, webpages, domains, any internet or network outlets, or social media accounts to ensure compliance with SB 17 requirements.		

<b>Step</b>	<b>Remedial Action Needed? (Yes/No)</b>	<b>Remedial Action Taken/Date</b>
Implement and perform procedures, including key word searches, to review division/department websites, domains, webpages, and social media platforms to ensure that such do not reference activities that do not comply with SB 17 requirements.		
Review all awards, scholarships, financial aid, grants, chairs, professorships, fellowships, and stipends for which the division/department is responsible for administering, promoting, and/or otherwise facilitating to ensure the criteria for awarding are not based on race, sex, color, ethnicity, or national origin.		
Review all outlets for which the division/department is responsible, including websites and social media, that announce or promote scholarships, financial aid, grants, or stipends, for compliance with SB 17 requirements.		
Review divisional/departmental webpages for links or references to externally administered and funded scholarships that may contain preferences or criteria prohibited by SB 17 and remove any identified links or references as needed.		
Review all academic or professional opportunities extended to students, employees, faculty, and visiting scholars, including conferences and seminars, to ensure compliance with SB 17 requirements.		
Review all planned events that have external sponsors to ensure planned activities comply with SB 17 requirements.		
Review divisional/departmental events, including internal and external conferences and seminars, to ensure compliance with SB 17 requirements.		
Review all faculty organizations sponsored (supported) by the division/department to ensure their purpose, structure, and funding comply with SB 17 requirements.		
Review all student success and outreach programs within the division/department to ensure compliance with SB 17 requirements. Specifically, ensure participation in programs, services, and activities offered are not based on race, sex, color, ethnicity, or national origin.		

Step	Remedial Action Needed? (Yes/No)	Remedial Action Taken/Date
Review all student and staff training sessions and materials to ensure compliance with SB 17 requirements.		
If applicable, review the process for funding student organization programs/activities to ensure funding for student organizations is carried out in a defined process that is fair and equitable to all student organizations.		
If applicable, review transactions for funding affinity group activities that may be prohibited by SB 17.		
Develop and implement operating procedures to ensure continued compliance with SB 17 requirements.		