

# Tobacco and Smoking Policy

UPPS No. 04.05.02

Issue No. 8

Effective Date: 6/17/2019

Next Review Date: 4/01/2023 (E4Y)

Sr. Reviewer: Director, Student Health Center

## 01. POLICY STATEMENTS

- 01.01 Texas State University is committed to maintaining healthy and safe campuses in San Marcos and in Round Rock.
- 01.02 The primary purpose of this policy is to establish university guidelines prohibiting smoking and the use of all tobacco products at the Texas State campuses in San Marcos and in Round Rock. Tobacco products include all types of tobacco, cigarettes, cigars, smokeless tobacco, electronic cigarettes, vaporizers, pipes, and hookahs.
- 01.03 The university expects all faculty, staff, students, employees of contractors and subcontractors, and visitors to comply with this policy's spirit and intent.

## 02. PROHIBITION OF THE USE OF ALL TOBACCO PRODUCTS

- 02.01 The university prohibits smoking and the use of all tobacco products on all university property including:
  - a. buildings and vehicles owned, leased, or under the supervision of the university;
  - b. outdoor grounds including athletic and recreational fields, parking garages and lots, Sewell Park, University Camp, and Freeman Center;
  - c. outdoor stadia and grandstands for athletic and recreational fields; and
  - d. personal and other vehicles parked on university property.
- 02.02 Artists or actors who participate in authorized performances that require smoking or the use of another tobacco product as part of artistic productions are exempt from this policy.
- 02.03 Participants in academic research projects involving tobacco products are exempt from this policy if approved by the Institutional Review Board on Human Subjects and the provost and vice president for Academic Affairs (VPAA).

## 03. PROCEDURES FOR REPORTING VIOLATIONS OF THE TOBACCO POLICY

- 03.01 Employees or students who observe tobacco and smoking policy violations should inform the person that the university prohibits the use of all tobacco products and smoking on university property. If the violator refuses to adhere to this policy, the observer should then report the violation to the appropriate management official, which may include persons such as supervisors, program coordinators, directors, vice presidents,

professors, department chairs, deans, residence hall directors, apartment managers, or the University Police Department (UPD).

03.02 Management officials will take reasonable measures to protect the anonymity of the person reporting the violation, with no retaliation or negative consequences if reported in good faith.

## **04. COMPLIANCE**

04.01 The university expects that all Texas State community members and others who smoke or use tobacco products will voluntarily comply with this policy's spirit and intent.

04.02 The university will deal with violations on a case-by-case basis in accordance with the university's established disciplinary policies. Persons who repeatedly violate the tobacco and smoking policy should be reported to the appropriate administrative official:

- a. Student violations should be reported to the Office of the Dean of Students.
- b. Faculty violations should be reported to the Office of the Provost and VPAA.
- c. Staff violations should be reported to the appropriate vice president's office.
- d. Contractor and subcontractor violations should be reported to the department administering the contract.
- e. Visitor violations should be reported to UPD.

04.03 Repeated violation of the tobacco policy will result in progressive disciplinary action in accordance with established university disciplinary policies.

## **05. SMOKING CESSATION RESOURCES**

05.01 Faculty, staff, and students interested in assistance with smoking cessation may contact the Texas State Student Health Center at 512.245.2161 for information. The Student Health Center provides a smoking cessation program that is available to faculty, staff, and students. The [Student Health Center website](#) provides policy information in addition to other resources for smoking cessation.

05.02 Faculty and staff may contact the Work Life coordinator in Human Resources at 512.245.2557 to request information on any employee assistance programs available to university or state employees interested in smoking cessation.

## **06. PROCEDURES FOR DISSEMINATION OF THE TOBACCO POLICY**

06.01 The assistant vice president for Human Resources will publicize the university's tobacco policy annually by:

- a. placing an article in the [Human Resources bulletin](#); and
- b. distributing a message via electronic mail to all subscribers.

06.02 The sponsoring Texas State department must both notify and enforce this policy with Continuing Education participants and other campus visitors.

06.03 Contractors should receive notice from the department employing them that the Texas State campuses in San Marcos and in Round Rock are tobacco-free and that their employees must comply with this policy.

- a. Contractors, upon receiving this notification, are expected to notify all employees and subcontractors assigned to work at all Texas State campuses of the Texas State tobacco policy and enforce compliance.

06.04 The university will post tobacco-free or no smoking signs to ensure awareness of the university tobacco policy at all building and stadia main entrances, in parking garages, and across campus and other university properties.

## **07. REVIEWERS OF THIS UPPS**

07.01 Reviewers of this UPPS include the following:

<b>Position</b>	<b>Date</b>
Director, Student Health Center	April 1 E4Y
Assistant Vice President for Human Resources	April 1 E4Y
Director, Department of Housing and Residential Life	April 1 E4Y
Chair, Faculty Senate	April 1 E4Y
Chair, Staff Council	April 1 E4Y

## **08. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Director, Student Health Center; senior reviewer of this UPPS

Vice President for Student Affairs

President