



# UP 01.01.01.H0.01 Development and Approval of University Rules and Procedures

Approved: February 25, 2014

Reviewed: May 9, 2019

Next Scheduled Review: May 9, 2024

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## Procedure Statement

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The President shall establish rules and procedures that shall be used as governance documents for Texas A&M University-Texarkana (A&M-Texarkana). System policies and regulations require A&M-Texarkana to establish university rules and procedures that are consistent with policy and regulation requirements.

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## Reason for Procedure

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This procedure sets standards and responsibilities for development, review, approval, and distribution of University Rules and Procedures that govern A&M-Texarkana.

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## Procedures and Responsibilities

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### 1. STANDARDS

- 1.1 The use of rules and procedures are specified in [System Policy 01.01, System Policies and Regulations, and Member Rules and Procedures](#) and [System Regulation 01.01.01, Format for System Policies and Regulations, and Member Rules](#).
- 1.2 Rules and procedures represent governance documents that require compliance by administrators, employees, agents and students of the university.
- 1.3 Rules and procedures are subject to review and/or revision at any time and, at a minimum, must be reviewed every five years.

### 2. RESPONSIBILITIES

- 2.1 The President has overall responsibility for rules and procedures that govern A&M-Texarkana and its off-campus sites. The President approves all rules and procedures.
- 2.2 The University Compliance Office is responsible for the following: coordinating reviews and routing rules and procedures; maintaining the university rules and

procedures website; notifying the university community of new or revised rules and procedures and coordinating comments regarding System draft policies and regulations that impact university governance.

- 2.3 The Contact Office, as designated by the President or appropriate Vice President, shall be considered the subject matter expert for assigned rules and procedures. The responsibilities for new or revised rules or procedures include: developing content, monitoring the accuracy of information, and providing interpretation. Responsibilities also include the review or revision of rules or procedures as needed or as designated by the five-year review cycle.
- 2.4 The Provost and Vice President for Academic & Student Affairs, in consultation with the Faculty Senate, the Academic Affairs Advisory (A<sup>3</sup>) Council, and the University Compliance Officer, coordinates the development, review and routing for approval of rules and procedures affecting faculty and academic related matters.
- 2.5 The University Compliance Office, Contact Office, or Provost and Vice President for Academic & Student Affairs will seek the assistance of additional personnel as needed to develop appropriate university rules and procedures.

### 3. NEW OR REVISED UNIVERSITY RULE AND PROCEDURE PROCESS

- 3.1 New or revised rules or procedures may originate from the designated Contact Office or designated committee. The University Compliance Office routes new or revised rules or procedures as required.
- 3.2 Once the need for a new rule or procedure has been identified, a University Rule/Procedure Development Form must be completed and submitted to the University Compliance Office.
- 3.3 The Contact Office shall draft the rule or procedure using the template and instructions established in [System Regulation 01.01.01 \*Format for System Policies and Regulations and Member Rules\*](#) and University Procedure 01.01.01.H0.01 *Development and Approval of University Rules and Procedures*. The draft is then routed through the Contact Office's designated administrative channel, including the appropriate Vice President, for review and comment.
- 3.4 When a new or revised draft rule or procedure is received from the contact office, the University Compliance Office will review it for content and compare the draft with applicable System policies and regulations and current university rules and procedures. The Compliance Office will then coordinate the final review and routing process.
- 3.5 The University Compliance Office routes new or revised draft rules or procedures to the President's Advisory Council (PAC) for distribution. During the review process, comments may result in additional revisions.
- 3.6 Once the University Compliance Office receives a rule approved by the PAC, the rule is routed to the A&M System Office of General Counsel for review of legal sufficiency and consistency with System Policies and Regulations, and, as applicable,

approval by the Board of Regents or System Chief Information Officer. Once the rule is approved, it is then posted to the A&M-Texarkana rules and procedures website and distributed electronically.

- 3.7 Once the University Compliance Office receives a procedure approved by the PAC, the procedure is posted to the A&M-Texarkana rules and procedures website and distributed electronically. Procedures needing additional review and/or approvals will be routed to the A&M System Office of General Counsel, Board of Regents, or System Chief Information Officer as appropriate.

#### 4. MINOR REVISION PROCESS

- 4.1 Minor revision to existing university rules and procedures usually originate from the Contact Office. Minor revisions include a change to the rule or procedure numbering sequence, minor grammatical edits, an addition or change to a hyperlink and a change in title or position. A University Rule/Procedure Development Form, along with the required revisions, must be completed and submitted to the University Compliance Office.

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### **Related Statutes, Policies, or Requirements**

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[System Policy 01.01 System Policies, Regulations and Member Rules and Procedures](#)

[System Regulation 01.01.01 Format for System Policies, and Regulations, and Member Rules](#)

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### **Definitions**

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**System Policies** – System policies guide the system by incorporating the board’s philosophies, expectations and priorities. System policies create administrative structures, set priorities, delegate authority, assign responsibility, ensure accountability and define reporting requirements.

**System Regulations** – System regulations include specific directives and reporting requirements needed to implement system policies and include interpretations where issues are not covered or are unclear in system policies. System regulations may also be used to communicate uniformed guidelines established by the chancellor on matters of overall system concern that are not specifically addressed in system policies and to provide for uniform compliance with fiscal, academic, research, human resources and other management standards and requirements imposed from federal or state law or external administrative agency rule.

**University Rules** – University rules supplement system policies and regulation, when required by a policy or regulation; when directed by the board or chancellor; or for matters unique to the university at the discretion of the President. University rules shall be submitted to the System

Office for review, which includes Office of General Counsel review for legal sufficiency and consistency with system policies and regulations, and final approval, by the chancellor.

**University Procedures** – University procedures implement system policies, regulations and university rules. University procedures may be submitted to the System Office for review, which includes Office of General Counsel review for legal sufficiency and consistency with system policies and regulations at the request of the University. University procedures provide implementation instructions specific to the University.

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## Appendix

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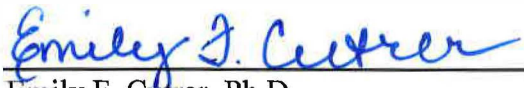
- [Rule/Procedure Development Form](#)
  - [Rule/Procedure Template](#)
  - [Rule/Procedure Development Checklist](#)
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## Contact Office

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Approved:



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Date