



## **01.01.99.D1.02 Distribution and Publication of Texas A&M University – Central Texas Rules and Procedures**

Approved: September 8, 2010

Revised: December 3, 2015

June 15, 2017

Next Scheduled Review: June 15, 2020

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### **Procedure Statement**

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System policies and regulations require that Texas A&M University-Central Texas (A&M-Central Texas) establish rules and standard administrative procedures that are consistent with policy and regulation requirements. This procedure sets standards and responsibilities for development, review, approvals, and distribution of rules and procedures that govern A&M-Central Texas.

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### **Reason for Procedure**

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To promote efficient, effective, and orderly university operations.

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### **Procedures and Responsibilities**

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#### **1. GENERAL**

1.1 A&M–Central Texas rules and administrative procedures will supplement material in the System Policies and Regulation Library. Directives or memoranda may be issued from time to time to address internal operational issues. These directives or memoranda will not be specific rules or procedures, but rather guidelines to promote efficient, effective, and orderly university operations. The President at A&M-Central Texas is responsible for the approval of all university rules and administrative procedures.

#### **2. ASSIGNMENT OF RESPONSIBILITIES FOR UNIVERSITY RULES AND STANDARD ADMINISTRATIVE PROCEDURES**

2.1 Based on approved policies and regulations, the university’s Compliance Officer determines whether a rule/procedure is required to be developed by the university.

- 2.2 The development and revision of rules/procedures is assigned to the appropriate division personnel by the Compliance Officer and the respective vice president of the affected division will be carbon copied on the email. Assistance of additional personnel and/or departments should be sought as needed to develop or revise appropriate rules/procedures.
- 2.3 The Provost and Vice President for Academic and Student Affairs (VPASA), in consultation with the Faculty Senate and Academic Council, will coordinate the development and review of rules/procedures affecting faculty and students. The VPASA will forward the final draft rule/procedure to the Compliance Officer for final review and formatting and the Compliance Officer will make any necessary adjustments if needed.
- 2.4 The Vice President for Research and Economic Development (VPRED), in consultation with the Faculty Senate and Academic Council, will coordinate the development and review of rules/procedures affecting research. The VPRED will forward the final draft rule/procedure to the Compliance Officer for final review and formatting and the Compliance Officer will make any necessary adjustments if needed.
- 2.5 Once a rule/procedure has been developed or revised, it must be recommended by the respective vice president(s) and the Compliance Officer. The Compliance Officer will submit the recommended rule/procedure to the President for approval.
- 2.6 All rules and certain procedures specified by System Policy Office, whether new, revised, or requested to be deleted, must proceed through the vice president review/approval process prior to the Compliance Officer sending that rule to the System Policy Office.
- 2.7 The university's Compliance Officer will review the recommendations from System Policy Office, SAGO Administration, and General Counsel and may revise the rule/procedure if necessary.
- 2.8 The university's Compliance Officer is responsible for the distribution of university rules/procedures to the Vice Presidents, Division Directors, Director of Library Services, and the Director of Human Resources, and the System Policy Office. The university's Compliance Officer is also responsible for publishing the rule/procedure on the university's web page. Supervisors for administrative units are responsible for distributing and training employees on new or revised rules/procedures.
- 2.9 When a System policy or regulation is developed or revised that requires a member rule, the rule must be developed or updated within six months of the approved System policy or regulation.

### 3. DEVELOPMENT AND PUBLICATION OF GUIDELINES

3.1 Guidelines should follow the same format as rules and standard administrative procedures, or may be incorporated into the department's manual.

All guidelines must include appropriate references to system policy and regulation and/or university rule.

3.2 Once the approval is received, the Compliance Officer is responsible for publishing the guidelines on the university's compliance web page.

### 4. INTERPRETATION OF RULES AND STANDARD ADMINISTRATIVE PROCEDURES

4.1 Each rule/procedure will include the name of the office responsible for interpreting the rule/procedure. Persons needing interpretation of rules/procedures should contact the department head of the office listed on the procedure.

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## Related Statutes, Policies, or Requirements

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[System Policy 01.01](#) *System Policies and 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 regulation, 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 when required by system policies or regulations or at the request of the university. University procedure provide implementation instruction specific to the University.

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## **Contact Office**

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Compliance Office

(254) 519-5722