

01.01.99.D1.01 Distribution and Interpretation of System Policies and Regulations



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February 8, 2021
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Procedure Summary

Texas A&M University System Policies and Regulations will be distributed and interpreted by the appropriate Texas A&M University-Central Texas (A&M-Central Texas) administrator and Chief Compliance Officer.

Definitions

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.

Procedures

1. ASSIGNMENT OF RESPONSIBILITIES FOR DISTRIBUTION OF POLICIES AND REGULATIONS

1.1 The university's Chief Compliance Officer distributes *proposed* policies and regulations sent by System to the following employees for their review: President, Vice Presidents, Assistant Vice Presidents, Division Directors, Director of Library Services, and the Director of Human Resources. These individuals are responsible for distributing proposed policies and regulations to applicable

employees in their respective areas, as deemed necessary, for review. Any changes or comments from employees received by the Chief Compliance Officer will be evaluated for submission to the System Policy Office.

1.2 The university's Chief Compliance Officer distributes *approved* policies and regulations to the following individuals: President, Vice Presidents, Assistant Vice Presidents, Division Directors, Director of Library Services, and the Director of Human Resources. These individuals are responsible for distributing, communicating, and providing training if needed, of approved policies and regulations to employees in their area.

2. INTERPRETATION OF SYSTEM POLICIES AND REGULATIONS

2.1 The university's Chief Compliance Officer will provide assistance in interpreting policies and regulations. The university's Chief Compliance Officer may consult with the System Ethics and Compliance Officer for clarification.

3. COMPLIANCE WITH SYSTEM POLICIES, REGULATIONS, AND MEMBER RULES AND PROCEDURES

3.1 All A&M-Central Texas employees, agents and students must comply with all system policies, system regulations and A&M-Central Texas rules and procedures at all times in accordance with System Policy 01.01, section 7.

Related Statutes, Policies, or Requirements

[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*](#)

Contact Office

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