

# STANDARD ADMINISTRATIVE PROCEDURE

## **01.01.01.M0.01 Development and Approval of Texas A&M University Rules and Standard Administrative Procedures**

*Approved June 17, 1996*

*Revised December 21, 2005*

*Revised October 23, 2009*

*Revised July 7, 2010*

*Revised November 23, 2010*

*Revised March 22, 2011*

*Revised May 27, 2014*

*Next scheduled review: May 27, 2019*

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### **Standard Administrative Procedure Statement**

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

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### **Official Procedure**

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#### **1. STANDARDS**

- 1.1 The use of rules and SAPs are specified in System policy 01.01 and System regulation 01.01.01.
- 1.2 Rules and SAPs represent governance documents that require compliance by employees, students, and others on our campus.
- 1.3 Rules and SAPs are subject to review and/or revision at any time and, at a minimum, are subject to a five year review process.

#### **2. RESPONSIBILITIES**

- 2.1 The President has overall responsibility for rules and SAPs that govern Texas A&M University and its branch campuses at Galveston and Qatar. The President approves rules and has delegated responsibility to establish and approve SAPs to the Provost and Executive Vice President and Vice Presidents, as appropriate.

- 2.2 University Risk and Compliance is responsible for coordinating reviews and routing rules and SAPs, exclusive of faculty rules and SAPs. Responsibilities also include maintaining the rules web site, notifying the university community when new and revised rules and SAPs are posted, and coordinating comments regarding draft system policies and regulations that impact University governance.
- 2.3 The Dean of Faculties in consultation with the Executive Committee of the Faculty Senate, coordinates the development, review, and routing for approval of those faculty rules and SAPs that are generated and recommended, or were previously modified, by the faculty senate. These processes are separate from those discussed in the remainder of this procedure.
- 2.4 A responsible office is designated for each rule and SAP. That office's responsibilities for new and revised rules and SAPs include: developing content; maintaining accurate, current information including links; and providing interpretation.

Responsibilities also include performing periodic reviews and revisions as needed, or at least every five years. The responsible office's executive management may approve an extension of time beyond the five years for pending changes in related laws, policies, regulations, etc. The approved extension must be communicated to University Risk and Compliance.

- 2.5 The Rule Team facilitates routing and comments for draft rules and SAPs and serves in an advisory role for the rules and SAP process. The Rule Team is comprised of members that represent specific organizational areas. As prescribed by the head of each organizational area, the Rule Team member distributes draft rules to constituents, collects related comments, and returns information to University Risk and Compliance.

### 3. NEW OR REVISED UNIVERSITY RULE PROCESS

- 3.1 New rules or revisions to existing rules may originate with the designated responsible office and/or a designated committee.
- 3.2 Upon receipt of a new or revised draft rule, University Risk and Compliance reviews content flow, compares the rule with applicable system policies and regulations, and coordinates the rule review process.
- 3.3 The new or revised draft rule is routed to the Rule Team for distribution and comments.
- 3.4 The office of executive management to whom the responsible office reports, recommends that the draft rule be forwarded to system.

- 3.5 The System Policy Office routes the draft rule to the Office of General Counsel and Chancellor for a review of legal sufficiency and consistency with system policies and regulations.
- 3.6 At any point in the review process, comments may result in changes and additional reviews.
- 3.7 The President grants final approval to a new rule. The office of executive management to whom the responsible office reports, grants final approval to a revised rule.
- 3.8 University Risk and Compliance updates electronic databases with the approved new or revised rule and sends notification through a campus-wide electronic distribution.

#### 4. NEW AND REVISED STANDARD ADMINISTRATIVE PROCEDURES PROCESS

- 4.1 New and revised SAPs may originate from the designated responsible office and/or a designated committee.
- 4.2 Upon receipt of a new or revised draft SAP, University Risk and Compliance reviews content flow, compares the SAP with applicable system policies and regulations and university rules, and coordinates the rule review and routing process.
- 4.3 The new or revised draft SAP is routed to the Rule Team for distribution and comments. SAP content may warrant the same TAMU review process as a new or revised rule, this will be determined on a case by case basis.
- 4.4 Texas A&M University has an option to forward a new or revised SAP to the System Policy Office with a request for the Office of General Counsel to perform a review.
- 4.5 The office of executive management to whom the responsible office reports, grants final approval to new and revised SAPs.
- 4.6 University Risk and Compliance updates the electronic databases with the approved SAP and sends notification through a campus-wide electronic distribution.

#### 5. MINOR REVISION PROCESS OR TRANSITIONING RULES TO PROCEDURES

- 5.1 Minor revisions to existing University rules and SAPs usually originate from the responsible office. Minor revisions include a change to the rule or SAP numbering sequence, minor grammatical edits, an addition or change to a hyperlink, and a change in title or position. Only changes to numbering sequences and titles or positions require an approval by the responsible office.

- 5.2 When appropriate, rules are transitioned to standard administrative procedures.
- 5.3 University Risk and Compliance updates electronic databases with the revised rule or SAP.

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**Related Statutes, Policies, or Requirements**

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*Supplements [System Policy 01.01](#) and [System Regulation 01.01.01](#)*

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**Contact Office**

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Contact [University Risk and Compliance](#) at 979-845-8116 for SAP clarification and interpretation.

**OFFICE OF RESPONSIBILITY:** [University Risk and Compliance](#)