

UNIVERSITY RULE

01.01.01.M2 Standard Administrative Procedures

Approved April 16, 1997

Revised January 23, 2006

Revised May 18, 2009

Next Scheduled Review: May 26, 2012

Rule Statement

The President has delegated responsibility to University Risk and Compliance to coordinate the development, review, routing for approval, and distribution of new and revised Standard Administrative Procedures (SAPs). The Faculty Senate coordinates the development, review and routing for approval of all Faculty Senate initiated SAPs.

SAPs supplement System Policies, Regulations and University Rules by providing procedures for implementation. Departments may internally develop certain procedures specific to their areas of responsibility that provide guidance to other departments but are not reviewed and approved through a formal process as SAPs.

Process

1. New SAPs or revisions to existing SAPs may originate from any office delegated with the responsibility for compliance with such procedures.
2. Upon submission, University Risk and Compliance coordinates the SAPs review and routing process, determines whether the draft is consistent with and supplements applicable System policies and regulations, and reviews content flow.
3. An informational copy of the draft SAPs is routed to the Rule Team.
4. A final draft approved by the responsible department is routed to the respective Executive Vice President or Vice President for final approval.
5. University Risk and Compliance updates the electronic databases with the approved new or revised SAPs and sends notification through a campus-wide electronic distribution.

Related Statutes, Policies, or Requirements

Supplements [System policy 01.01](#) and [System regulation 01.01.01](#)

Contact Office

Contact University Risk and Compliance at 979-845-1323 for rule clarification and interpretation.

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