



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

Revised March 12, 2019

Next scheduled review: March 12, 2024

Standard Administrative Procedure Statement

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.

Official Procedure

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 has delegated responsibility to establish and approve SAPs to the Provost and Executive Vice President and Vice Presidents, as appropriate.
- 2.2 The Vice President for Student Affairs coordinates the development, review, and routing for approval of proposed additions and changes to *Texas A&M University Student Rules*. Proposed additions and changes may be submitted to the Rules and Regulations Committee of the Faculty Senate for consideration. Proposed additions and changes that are recommended for approval by the Rules and Regulations Committee will be sent to the Faculty Senate for comment before sending to the President for final disposition. All additions and changes to the *Texas A&M University Student Rules* must be routed through the Provost and approved by the President.
- 2.3 Office of Risk, Ethics and Compliance (OREC) is responsible for coordinating reviews and routing rules and SAPs, exclusive of faculty and student rules and/or SAPs. Responsibilities also include maintaining the rules website, notifying the university community when new and revised rules and SAPs are posted, and coordinating comments regarding draft system policies and regulations.
- 2.4 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.
- 2.5 A responsible office is designated for each rule and SAP. That office is responsible for developing content, maintaining accurate, current information including links, and providing interpretations.

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 OREC.
- 2.6 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 OREC.

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 the rule, OREC reviews content flow, compares the rule with applicable system policies and regulations, and coordinates the rule review process.
- 3.3 The rule is routed to the Rule Team and vice presidents 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 At any point in the review process, comments may result in changes and additional reviews.
- 3.6 The System Policy Office routes the draft rule to the Office of General Counsel (OGC) for a review of legal sufficiency and consistency with system policies and regulations and Chancellor for final approval.
- 3.7 Upon Chancellor approval, OREC updates the University Rules and SAPs website 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 the SAP, OREC reviews content flow, compares the SAP with applicable system policies and regulations and university rules, and coordinates the review and routing process.
- 4.3 The new or revised draft SAP is routed to the Rule Team and vice presidents for distribution and comments.
- 4.4 Texas A&M University may opt to forward a new or revised SAP to the System Policy Office with a request for OGC to perform a review.
- 4.5 The office of executive management to whom the responsible office reports, grants final approval of SAPs.
- 4.6 Upon final approval, OREC updates the University Rules and SAPs website and sends notification through a campus-wide electronic distribution.

5. TRANSITIONING RULES TO STANDARD ADMINISTRATIVE PROCEDURES (SAP)

- 5.1 When a University rule not required per System policy or regulation is transitioned into a University SAP, the draft SAP is routed to the Rule Team and vice presidents for distribution and comments.
- 5.2 When the draft SAP is approved by the Provost, Executive Vice President or Vice President with oversight, the rule is forwarded to system.
- 5.3 The System Policy Office routes the rule to OGC for review and the Chancellor for approval to eliminate the rule.
- 5.4 Upon Chancellor approval, OREC removes the rule and posts the SAP to the University Rules and SAPs website.

6. MINOR REVISION PROCESS

- 6.1 Minor revisions to existing University rules and SAPs are approved by the Provost, Executive Vice President or Vice President, as appropriate.
- 6.2 Minor revisions include a change to the rule or SAP numbering sequence, minor grammatical edits, or an addition or change to a hyperlink.
- 6.3 OREC posts the revised rule or SAP on the University Rules and SAPs website.

Related Statutes, Policies, or Requirements

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

Contact Office

Contact [Office of Risk, Ethics and Compliance](#) at 979-845-8116 for SAP clarification and interpretation.

OFFICE OF RESPONSIBILITY: [Office of Risk, Ethics and Compliance](#)