

## **Standard Administrative Procedure (SAP)**

### **01.01.01.L1.01 Development and Approval of TAMIU Rules and SAP's**

**First Approved:** July 6, 2011  
**Last Revised:** April 9, 2013  
**Next Scheduled Review:** As Needed

#### ***Standard Administrative Procedure Statement***

The purpose of this SAP is to establish procedures for developing, numbering, and approving Rules and SAP's (Standard Administrative Procedures).

#### ***Definitions***

For the purpose of this SAP, the definitions of "policies," "regulations," "rules," and "procedures" provided in System Policy 01.01 will be referenced and used.

#### ***Procedures and Responsibilities***

##### **1. GENERAL**

System Policy 01.01 and System Regulation 01.01.01 provide guidance to Texas A&M International University for maintaining a set of rules and procedures to supplement System Policies and Regulations. The President has delegated responsibility for development and maintenance of University Rules and Standard Administrative Procedures (SAP's) to the Compliance Office.

TAMIU Rules and SAP's will follow the numbering system described in System Regulation 01.01.01.

##### **2. APPROVAL STEPS FOR UNIVERSITY RULES**

2.1 New University Rules or changes to existing University Rules may originate with any office delegated responsibility for compliance with such rules or any standing or ad hoc committee of the University.

2.2 Drafts of University Rules or changes to existing University Rules shall be submitted to the appropriate VP for review and approval.

2.3 If the appropriate VP approves the Rule, the proposed Rule will be forwarded to the Compliance Officer for analysis of congruency with System Policies and Regulations and proper formatting.

2.4 The Compliance Officer will forward the proposed Rule to each University VP for a 1-week

comment period. The submitting VP will address any comments or proposed changes. The 1-week comment period may be shortened if the VP's accept the proposed rule or rule changes during a VP Council meeting. In this case, acceptance would be expressed by an email from the President to the Compliance Officer stating that all VP's are in agreement.

- 2.5 Following the 1-week comment period (or shortened period as described above), the Compliance Officer will forward the proposed Rule using the online "Rule Development Questionnaire" to the System Policy Office for review by them, General Counsel, and the Chancellor.
- 2.6 Following the review and approval by the System Policy Office, General Counsel, and Chancellor, the Compliance Officer will forward the proposed Rule to the President for final approval.
- 2.7 Following final approval by the President, the Compliance Officer will update the appropriate website(s) to reflect the new/updated Rule and will communicate the new/updated Rule to all employees.

### 3. APPROVAL STEPS FOR SAP's

- 3.1 New SAP's or changes to existing SAP's may originate with any office delegated responsibility for compliance with such SAP.
- 3.2 Drafts of new SAP's or changes to existing SAP's shall be submitted to the appropriate department head for review and the appropriate VP for approval.
- 3.3 If the appropriate VP approves the SAP, the proposed SAP will be forwarded to the Compliance Officer for updating the appropriate website(s) to reflect the new/updated SAP. It is the responsibility of the department head to communicate the SAP to all employees, as needed.

<b><i>Related Statutes, Policies, Regulations, Rules or Requirements</i></b>
--

System Policy [01.01 System Policies, Regulations, and Member Rules and Procedures](#)

System Regulation [01.01.01 Format for Policies, Regulations, Rules and Procedures](#)

<b><i>Contact Office</i></b>
------------------------------

Compliance Office