



Standard Administrative Procedure (SAP)

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

First Approved: July 6, 2011
Revised: April 9, 2013
August 31, 2016
Next Scheduled Review: August 31, 2021

Procedure Statement and Reason for Procedure

Texas A&M University System (system) policies and regulations require Texas A&M International University (TAMIU) to establish rules and procedures consistent with system policy and regulation requirements. This procedure establishes standards and responsibilities for the development, review, approval, and distribution of University rules and procedures.

For the purpose of this procedure, the definitions of “policies,” “regulations,” “rules,” and “procedures” provided in [System Policy 01.01, System Policies and Regulations, and Member Rules and Procedures](#) will be referenced and used.

Procedures and Responsibilities

1. GENERAL

- 1.1 The use of rules and procedures are specified in [System Policy 01.01, System Policies and Regulations, and Member Rules and Procedures](#) and [System Regulation 01.01.01, Format for System Policies and Regulations, and Member Rules](#).
- 1.2 University employees are required to comply with applicable rules and procedures at all times. Non-compliance with system policies, system regulations, and university rules and procedures may be considered grounds for disciplinary action including and up to termination of employees or expulsion of students.
- 1.3 Rules and procedures are subject to review or revision at any time and are, at minimum, subject to a five-year review cycle.

2. RESPONSIBILITIES

- 2.1 The president has overall responsibility for rules and procedures that govern TAMIU and its off-campus sites. The president approves all rules.
- 2.2 The president has delegated the approval of procedures to the vice president overseeing the point-of-contact office.
- 2.3 The compliance office is responsible for the following: (1) coordinating reviews and routing all rules and procedures; (2) maintaining the university rule and procedure webpage; (3) notifying the university community of new or revised rules and procedures; and (4) coordinating comments regarding drafts of system policies and regulations affecting university governance.
- 2.4 Each rule or procedure shall include a contact office.
- 2.5 The contact office included in the rule or procedure will be responsible for drafting and revising the rule or procedure and ensuring the rule or procedure is consistent with actual practices and system policies and regulations.
- 2.6 The provost and vice president for academic affairs will be responsible for seeing to the development and review of rules and procedures affecting faculty.
- 2.7 The vice president for student success will be responsible for developing and reviewing rules and procedures affecting students.
- 2.8 The vice president for finance and administration will be responsible for developing and reviewing rules and procedures affecting non-faculty employees, information technology, and university administration not otherwise addressed in this section.
- 2.9 The vice president for institutional advancement will be responsible for developing and reviewing rules and procedures affecting institutional advancement, event services, and career services.
- 2.10 The director of public relations, information, and marketing will be responsible for developing and reviewing rules and procedures affecting political events on campus, open records, and retention of university records.
- 2.11 Prior to final approval by the president, all rules and procedures will be submitted to the compliance office for formatting and consistency with system policies and regulations.

3. PROCESS FOR REVIEW AND APPROVAL OF UNIVERSITY RULES

- 3.1 New rules or revisions to existing rules may originate from the president, appropriate vice president, or designated contact office. Revisions to existing rules will be submitted in a format that reflects and tracks the changes from the existing rule.
- 3.2 New or revised rules must have approval of the appropriate vice president prior to submission to the compliance office. Upon receipt of approval from the appropriate vice president, the compliance office will circulate the rule to other vice presidents for a one-week review and comment period. If no comments are received, the compliance office will forward the rule to the president for review and approval. If comments are received, the appropriate vice president will address the comments and, if necessary, revise as needed.
- 3.3 Vice presidents may agree to waive the comment period and discuss and approve the rule during the president's weekly vice president meeting. Upon receipt of an email or other appropriate document from the appropriate vice president which provides that the rule was reviewed and approved by the president and vice presidents, the compliance office will coordinate the review and approval by the designated system administrators.
- 3.4 Upon receipt of approval by system administrators, the rule will be forwarded to the

president for signature. The approval date of the rule will be the date signed by the chancellor or designee.

- 3.5 Upon receipt of the president's signature, the compliance office will format the rule, post it on the compliance office webpage, and distribute it to appropriate university personnel. The compliance office will maintain a copy of the rule with appropriate signatures.
- 3.6 It is the responsibility of the contact office department head to communicate important and significant changes resulting from the rule to affected university populations (i.e., non-faculty employees, faculty, students), as appropriate.
- 3.7 It is the responsibility of supervisors to communicate the rule to their employees, as appropriate.

4. **PROCESS FOR REVIEW AND APPROVAL OF UNIVERSITY PROCEDURES**

- 4.1 New procedures or revisions to existing procedures may originate from the president, appropriate vice president, or designated contact office. Revisions to existing procedures will be submitted in a format that reflects and tracks the changes from the existing procedure.
- 4.2 New or revised procedures must have approval of the appropriate vice president prior to submission to the compliance office. Upon receipt of approval from the appropriate vice president, the compliance office will circulate the procedure to other vice presidents for a one-week review and comment period, as appropriate. If no comments are received, the compliance office will format the procedure, post it on the compliance office webpage, and distribute it to appropriate university personnel. If comments are received, the appropriate vice president will address the comments and, if necessary, revise as needed. The compliance office will maintain a copy of the procedure with appropriate approvals.
- 4.3 It is the responsibility of the contact office department head to communicate important or significant changes resulting from the procedure to affected university populations (i.e., non-faculty employees, faculty, students), as appropriate.
- 4.4 It is the responsibility of supervisors to communicate the procedure to their employees, as appropriate.

Related Statutes, Policies, Regulations, or Rules

[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

Office of Compliance, 956-326-2855