TEXAS A&M INTERNATIONAL UNIVERSITY

Standard Administrative Procedure (SAP)

01.01.01.L0.01 Development and Approval of TAMIU Rules and SAPs

First Approved: July 6, 2011
Revised: April 9, 2013
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Next Scheduled Review: March 1, 2029

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 standard administrative procedures (SAPs) consistent with System policy and regulation requirements. The purpose of this SAP is to establish standards and responsibilities for the development, review, deletion, approval, and distribution of TAMIU rules and SAPs.

Procedures and Responsibilities

1. **GENERAL**

1.1 The use of rules and SAPs 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 Rules and SAPs must not duplicate System policies and regulations. Rules should be concise and understandable and contain minimal operational details, while SAPs provide operational details specific to the office or department.

1.3 TAMIU employees are required to comply with applicable rules and SAPs at all times. Non-compliance with System policies and regulations and TAMIU rules and SAPs may be considered grounds for disciplinary action, including and up to termination of employees or expulsion of students.

1.4 Rules and SAPs are subject to review, revision, or deletion 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 SAPs that govern TAMIU and its off-campus sites.

2.2 The President approves all rules. The President has delegated the approval of SAPs to the vice president overseeing the contact office.

2.3 The Office of Compliance (Compliance) is responsible for the following:

a) coordinating the review, revision, deletion, formatting, and/or routing of all rules and SAPs, as needed and at the five-year review cycle;
b) maintaining an inventory of all rules and SAPs, including dated master Word documents of all current and old rules and SAPs;
c) maintaining the TAMIU rule and SAP webpage;
d) notifying TAMIU subject matter experts and senior administration of new, revised, or deleted rules and SAPs; and
e) coordinating comments regarding drafts of System policies and regulations affecting TAMIU governance.

2.4 Each rule or SAP shall identify a contact office. The contact office identified in the rule or SAP will be responsible for the following:

a) drafting and revising the rule or SAP;
b) ensuring the rule or SAP is consistent with actual practices;
c) ensuring the rule or SAP is congruent with corresponding System policies and regulations; and
d) notifying appropriate personnel and the TAMIU community, as applicable, of new, revised, or deleted rule and SAPs.

2.4.1 The Provost and Vice President for Academic Affairs will be responsible for seeing to the development and review of rules and SAPs affecting faculty.

2.4.2 The Vice President for Student Engagement will be responsible for seeing to the development and review of rules and SAPs affecting student conduct and community engagement, student counseling and disability services, student health, recreational sports and student orientation, leadership, and engagement.

2.4.3 The Vice President of Enrollment Management will be responsible for seeing to the development and review of rules and SAPs affecting student admissions, recruitment, financial aid, university registrar, international engagement, testing

2.4.4 The Vice President for Finance and Administration will be responsible for seeing to the development and review of rules and SAPs affecting non-faculty employees, information technology, and TAMIU administrative procedures not otherwise addressed in this section.

2.4.5 The Vice President for Institutional Advancement will be responsible for seeing to the development and review of rules and SAPs affecting institutional advancement, event services, and career services.

2.4.6 The Director of Public Relations, Marketing, and Information Services will be responsible for seeing to the development and review of rules and SAPs affecting political events on campus and retention of TAMIU records.

3. REVIEW AND APPROVAL OF TAMIU RULES

3.1 New rules or revisions to existing rules may originate from the designated contact office, appropriate vice president, or President. Revisions to existing rules must be submitted to Compliance in an annotated format that reflects and tracks the changes being made to the existing rule.

3.2 At the five-year review cycle, if review of the rule determines that no revisions are needed, all steps in this section must still be taken in order to re-date the rule and document that a review of the rule took place.

3.3 New or revised rules must have approval of the appropriate vice president prior to submission to Compliance. Upon receipt of approval from the appropriate vice president, Compliance will circulate the rule to other vice presidents for a one-week review and comment period. If no comments are received, Compliance will forward the rule to the System Policy Office for review and approval. If comments are received, the appropriate vice president will address the comments and, if necessary, revise the rule as needed.

3.4 Vice presidents may choose to waive the comment period described in Section 3.3 and instead present, discuss, and have the rule reviewed and approved by other vice presidents during a President's weekly vice presidents 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 vice presidents, Compliance will submit the rule to the System Policy Office for review and approval.

3.5 Upon receipt of approval by the System Policy Office, which includes the signature of the Chancellor or designee, the rule will be forwarded to the President for signature. However, the approval date of the rule will be the signature date of the Chancellor or designee.

3.6 Upon receipt of the President's signature, Compliance will format the rule, post it on the Compliance webpage, and distribute it to TAMIU subject matter experts and senior administration. Compliance will maintain a copy of the final rule along with all approval documentation.

3.7 It is the responsibility of the contact office's department head to communicate important and significant changes resulting from the rule review to affected TAMIU populations (i.e., non-faculty employees, faculty, students), as appropriate.

3.8 It is the responsibility of supervisors to communicate the rule to their employees, as appropriate.

4. REVIEW AND APPROVAL OF TAMIU SAPs

4.1 New SAPs or revisions to existing SAPs may originate from the designated contact office, appropriate vice president, or President. Revisions to existing SAPs must be submitted to Compliance in an annotated format that reflects and tracks the changes being made to the existing SAP.

4.2 At the five-year review cycle, if review of the SAP determines that no revisions are needed, all steps in this section must still be taken in order to re-date the SAP and document that a review of the SAP took place.

4.3 New or revised SAPs must have approval of the appropriate vice president prior to submission to Compliance. Upon receipt of approval from the appropriate vice president, Compliance will circulate the SAP to other vice presidents for a one-week review and comment period. If no comments are received, Compliance will format the SAP, post it on the Compliance webpage, and distribute it to TAMIU subject matter experts and senior administration. If comments are received, the appropriate vice president will address the comments and, if necessary, revise the SAP as needed.

4.4 Vice presidents may choose to waive the comment period described in Section 4.3 and instead present, discuss, and have the SAP reviewed and approved by other vice presidents during a President's weekly vice presidents meeting. Upon receipt of an email or other appropriate document from the appropriate vice president which provides that the SAP was reviewed and approved by the vice presidents, Compliance will format the SAP, post it on the Compliance webpage, and distribute it to TAMIU subject matter experts and senior administration. Compliance will maintain a copy of the final SAP along with all approval documentation.

4.5 It is the responsibility of the contact office's department head to communicate important or significant changes resulting from the SAP review to affected TAMIU populations (i.e., non-faculty employees, faculty, students), as appropriate.

4.6 It is the responsibility of supervisors to communicate the SAP to their employees, as appropriate.

5. DELETION OF RULES AND SAPs

5.1 A proposal to delete an existing rule or SAP may originate from the designated contact office, appropriate vice president, President, Compliance, or System Office and must include the reason for deletion. Proposals must be submitted to Compliance for review.

5.2 Deletion of rules require System Policy Office approval. Compliance will submit the request for deletion to the System Policy Office for review and approval.

5.3 Deletion of SAPs require approval up to the appropriate vice president.

5.4 Upon receipt of an approval for deletion, Compliance will remove the rule or SAP from the Compliance webpage, maintain documentation of the deletion, and archive the deleted version of the rule or SAP.

6. **MINOR / NON-SUBSTANTIVE REVISIONS TO RULES AND SAPs**

6.1 Minor/non-substantive revisions to existing rules and SAPs may originate from the designated contact office, appropriate vice president, President, or Compliance. Requests for such revisions must be submitted to Compliance for review and processing. No formal approval is necessary for minor/non-substantive revisions.

6.2 Minor/non-substantive revisions include a change to the rule or SAP numbering, minor grammatical or punctuation edits, and an addition of or change to a hyperlink.

6.3 Compliance will post the revised rule or SAP on the Compliance webpage and maintain the master Word document of the revised rule or SAP.

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