01.01.01.K0.01

Developmentand Distribution of Rules and Procedures



Approved: January 17, 2014 Revised September 13, 2016 Reviewed: December 18, 2018 Revised: September 72, 2024

Next Scheduled ReviewSeptembe 27, 2029

ProcedureSummary

This procedure sets standards and responsibilities theodevelopment, review, approvalind distribution of rules and procedures that govern Texas A&M University sville (TAMUK).

The Texas A&M University System(System) policies and regulations require TAMUKto establish university rules and procedures consistent with policy and regulation requirements.

Procedure

1. GENERAL

1.1. TAMUK rules and procedures will supplement Systemolicies and egulations Directives, memorandar handbooks will be issued from time to time to address internal operational issues. These may not be specific toutesrather internal procedures to promote efficient, effective and orderly university operations. These directives will follow published Systempolicies and egulations. The Chief Executive Office (CEO) at TAMUK is responsible for the approval of all university eand procedures the university's compliance to the responsible for coordinating the development, review, approval process and distibution of new and revised university rules and procedures.

2. ASSIGNMENT OF RESPONSIBILITIES FOR POLICIES AND REGULATIONS

- 2.1. The university's compliance officer distributes proposed policies argulations sent by the System to the following employees for their review president, vice presidents, assistant vice presidents, academic deans. Office
- 2.2. The university compliance officer distributes approved new or revised policides a regulations to the following dividuals: the president, vice presidents, academic deans, directors, the faculty senate president, and the staff council president.

- are responsible for distributing, communication providing training, if needed, on approved policies and regulations to employees in their areas.
- 2.2.1. Administrative unitswill be responsible for updating their university rules and/or procedures corresponding with the approvedstem policies and egulations within six months of receiving the new or resold policy or regulation.

3. DEVELOPMENT AND PUBLICATION OF UNIVERSITY RULES AND PROCEDURES

- 3.1. The university's compliance officer is responsible for coordinating the development and dissemination of university rules and procedures.
- 3.2. All university rules and procedures will be developed through that jefforts of the university's compliance officer and the responsible vice president bordesignee. The university's compliance officer will provide the template and number for new rules and procedures and will assist in the editing process that the responsible office help ensure that the rules and procedures are clear, complete, concise, and compliant with governing laws Systempolicies and regulations.
- 3.3. All university rules and procedures must limbe appropriate references toystem policies or regulations
- 3.4. Once the universityule or procedure has been developed, it mustebemmended by the respectcimplic puresid(n)-.-1 (t)54.9 (ss and(t)-6 (h)-4 (ec)]TJ 0 Tc 0 Tw [o(m)-2 (pl)]TJ

Related Statutes, Policies, Rules Requirements

<u>System Policy 01.01, System Policies and Regulations, and Member Rules and Pr</u>ocedures <u>System Regulation 01.01.01, Format for System Policies and Regulations, and Member Rules</u>

Contact Office

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