

01.01.01.H0.01

Development and Approval of University Rules and Procedures



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Next Scheduled Review: September 1, 2030

Procedure Summary

The President establishes rules and procedures that are used as governance documents for Texas A&M University-Texarkana (A&M-Texarkana). System policies and regulations require A&M-Texarkana to establish university rules and procedures that are consistent with policy and regulation requirements. This procedure sets standards and responsibilities for development, review, approval, and distribution of University Rules and Procedures that govern A&M-Texarkana.

Procedures and Responsibilities

1. STANDARDS

- 1.1 All rules and procedures of the university are subject to all relevant laws, rules, and regulations of the federal government and the government of the state of Texas. It is the policy of the Texas A&M University System to comply with federal and state laws, rules, and regulations at all times.
 - 1.1.1 Any policy, regulation, rule or procedure found to be in conflict with a federal or state law, rule or regulation is null and void to the extent of the conflict.
 - 1.1.2 Any rule found to be in conflict with a system policy or regulation is null and void to the extent of the conflict.
 - 1.1.3 Any procedure found to be in conflict with a system policy, regulation or member rules is null and void to the extent of the conflict.
- 1.2 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](#).

- 1.3 Rules and procedures represent governance documents that require compliance by administrators, employees, agents and students of the university.
- 1.4 Rules and procedures are subject to review and/or revision at any time and, at a minimum, must be reviewed every five years.

2. RESPONSIBILITIES

- 2.1 The President has overall responsibility for rules and procedures that govern A&M-Texarkana and its off-campus sites. The President consents to submission for System approval of all rules and approves all procedures.
- 2.2 The University Compliance Office is responsible for the following: coordinating reviews and routing rules and procedures; maintaining the university rules and procedures website; notifying the university community of new or revised rules and procedures and coordinating comments regarding System draft policies and regulations that impact university governance. The University Compliance Office is also responsible for the retention of records in the development and publication of university rules and procedures.
- 2.3 The Contact Office, as designated by the President or appropriate Vice President, is be considered the subject matter expert for assigned rules and procedures. The responsibilities for new or revised rules or procedures include developing content, monitoring the accuracy of information, and providing interpretation. Responsibilities also include the review or revision of rules or procedures as needed or as designated by the five-year review cycle.
- 2.4 The Provost and Senior Vice President for Academic Affairs coordinates the development, review and routing for approval of rules and procedures affecting faculty and academic related matters.
- 2.5 The University Compliance Office, Contact Office, or supervising Vice President will seek the assistance of additional personnel as needed to develop appropriate university rules and procedures.

3. NEW OR REVISED UNIVERSITY RULE AND PROCEDURE PROCESS

- 3.1 New or revised rules or procedures may originate from the designated Contact Office or designated committee. The University Compliance Office routes new or revised rules or procedures as required.
- 3.2 A new or revised rule or procedure using the template and instructions established in [System Regulation 01.01.01 *Format for Policies, Regulations, Rules and Procedures*](#) and this procedure.
- 3.3 When a new or revised draft rule or procedure is received from the Contact Office, the University Compliance Office will review it for content and compare the draft with applicable System policies and regulations and current university rules and procedures. The Compliance Office will assign a document number any new draft rule or procedure as appropriate per System format. The draft is then routed through

the Contact Office and its designated administrative channel, including the appropriate Vice President, for review and comment. The Compliance Office will then coordinate the final review and routing process.

- 3.4 The University Compliance Office routes new or revised draft rules or procedures to the President's Cabinet (Cabinet) for distribution. During the review process, comments may result in additional revisions.
- 3.5 Once the review process is completed by Cabinet, the University Compliance Office routes the new or revised rule or procedure to the President. The President will either provide approval to a procedure or consent to proceed for a rule or remand the document to the Contact Office for further work.
- 3.6 Once the University Compliance Office receives a rule from the President with consent to proceed, the rule is routed to the A&M System Office of General Counsel for review of legal sufficiency and consistency with System Policies and Regulations, and, as applicable, approval by the Chancellor, Board of Regents, System Chief Information Officer, System Research Compliance Office, or other contact offices as required by System Policy or Regulation. Once the rule is approved, it is then posted to the A&M-Texarkana rules and procedures website and distributed electronically.
- 3.7 Once the University Compliance Office receives a procedure approved by the president, the procedure is posted to the A&M-Texarkana rules and procedures website and distributed electronically.
 - 3.7.1 A limited number of procedures require system-level approval prior to publication, as specified in the governing policy or regulation. Procedures needing additional review and/or approvals will be routed to the A&M System Office of General Counsel, Board of Regents, or System Chief Information Officer as appropriate. That approval will be completed prior to submission to the President for approval, but after Cabinet review and consent to proceed.

4. MINOR REVISION PROCESS

- 4.1 Minor revisions to existing university rules and procedures usually originate from the Contact Office. Minor revisions may include minor, inconsequential, grammatical edits, an addition or change to a hyperlink or a change in title or position. These corrections may be made without routing the document for approval by the University Compliance Office. Any revision to the substance of the document must be rerouted for full review and approval.

5. DEPARTMENTAL DOCUMENTS

- 5.1 Departments may develop departmental procedures or guidelines as necessary to manage internal processes. These documents are intended to direct specific tasks and are not part of the university rule and procedure repository. The level of detail typically would not require executive review and approval, but instead direct specific tasks or functions at the operational level.

5.2 General characteristics of departmental procedures versus University Procedures may include:

- Do not require President's approval
- Are not required by System Policy or Regulation
- Are required to increase accuracy, consistency, and efficiency in departmental operations
- Mitigate risk by helping reduce errors and omissions
- Assist new staff in performing tasks quickly and effectively
- Improve the quality of work within the department
- Provide cost and time effective cross-training
- Communication how a department will operate in the absence of a member
- Communicate the who, what, when, where, and how regarding departmental functions.

5.3 Departmental documents must not be formatted or numbered in such a way as to be easily mistaken as being a University Rules or Procedures.

Related Statutes, Policies, or Requirements

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

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

Definitions

System Policies – System policies guide the system by incorporating the board's philosophies, expectations and priorities. System policies create administrative structures, set priorities, delegate authority, assign responsibility, ensure accountability and define reporting requirements.

System Regulations – System regulations include specific directives and reporting requirements needed to implement system policies and include interpretations where issues are not covered or are unclear in system policies. System regulations may also be used to communicate uniformed guidelines established by the chancellor on matters of overall system concern that are not specifically addressed in system policies and to provide for uniform compliance with fiscal, academic, research, human resources and other management standards and requirements imposed from federal or state law or external administrative agency rule.

University Rules – University rules supplement system policies and regulation, when required by a policy or regulation; when directed by the board or chancellor; or for matters unique to the university at the discretion of the President. University rules shall be submitted to the System Office for review, which includes Office of General Counsel review for legal sufficiency and consistency with system policies and regulations, and final approval, by the chancellor. Rules

must be submitted to the appropriate System Offices within six months of the related policy's or regulation's publication, or board or chancellor's request.

University Procedures – University procedures implement system policies, regulations and university rules. University procedures may be submitted to the System Office for review, which includes Office of General Counsel review for legal sufficiency and consistency with system policies and regulations at the request of the University. University procedures provide implementation instructions specific to the University.

Appendix

[Rule/Procedure Template](#) (download)

Contact Office

University Compliance Office
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