Supplements System Policy 01.01 and System Regulation 01.01.01

1. General Texas A&M University-Kingsville Rules will supplement material in the System Policies and Regulations Manual. Directives, memoranda, or handbooks will be issued from time to time to address internal operational issues. These may not be specific rules, but rather procedures to promote efficient, effective, and orderly university operations. These directives will be in compliance with published System Policies and System Regulations. The Chief Executive Officer at Texas A&M University-Kingsville is responsible for the approval of all University Rules.

2. Assignment of Responsibilities for Policies and Regulations

2.1 The university compliance officer distributes proposed policies and regulations sent by TAMUS to the following employees for their review: president, vice presidents, assistant vice presidents, academic deans, directors, and the Faculty Senate. These individuals are responsible for distributing policies and regulations to their employees for review. Any changes of comments received from employees are submitted to the university compliance officer who forwards them to the TAMUS Office of Policy Implementation and Compliance.

2.2 The university compliance officer distributes approved policies and regulations to the following individuals: president, vice presidents, academic deans, directors, and the Faculty Senate. These individuals are responsible for distributing, communicating, and providing training, if needed, of approved policies and regulations to employees in their areas.

3. Assignment of Responsibilities for Rules

3.1 Based on approved policies and regulations, the university compliance officer; college, unit, or department head; or university committees, such as the Faculty Senate, may determine whether a rule needs to be developed by the university.

3.2 The development and revision of rules is assigned to the appropriate university policy implementation team member. The university policy implementation team consists of the president, vice presidents, and university compliance officer. The implementation team will seek the assistance of additional personnel as needed to develop appropriate rules. After development, the rule is circulated among all team members for review and comment.
3.3 After CEO approval, the rule is sent to The Texas A&M University System Office of Policy Implementation and Compliance for their review and approval.

3.4 After review of TAMUS comments, the university compliance officer is responsible for the distribution of University Rules to employees in positions of authority which consists of the vice presidents, academic deans, director of the library, director of physical plant, director of athletics, director of human resources, and the Faculty Senate. These individuals are responsible for distributing, communicating, and providing training, if needed, of approved rules to employees in their areas.

4. Interpretation of Policies, Regulations and Rules

4.1 Policies and regulations will be interpreted by the appropriate TAMUK administrator and compliance officer. They may occasionally call the System compliance officer to help in answering questions.

4.2 Each university rule will have the name of the office responsible for interpreting the rule. Employees needing interpretation of rules should contact the office listed on the rule.

CONTACT FOR INTERPRETATION: OFFICE OF ACADEMIC AFFAIRS

RECOMMENDATION: Provost and VPAA Date
_Jane Stanford (signature obtained)_ Feb. 24, 1998
Compliance Officer Date
_Manuel I. Ibáñez_ (sign. obtained) Feb. 24, 1998
President Date

APPROVAL 1998

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