

01.01.01.K0.01 Development and Distribution of Rules and Procedures



Approved: January 17, 2014
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Reviewed: December 18, 2018
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Procedure Statement

This procedure sets standards and responsibilities for development, review, approvals, and distribution of rules and procedures that govern Texas A&M University—Kingsville (TAMUK).

Reason for Procedure

Texas A&M University System (TAMUS) policies and regulations require that TAMUK establish university rules and procedures that are consistent with policy and regulation requirements.

Procedures and Responsibilities

1. GENERAL

1.1. TAMUK rules and procedures will supplement the System policies and regulations. 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 regulations. The Chief Executive Officer (CEO) at TAMUK is responsible for the approval of all university rules and procedures. The university's compliance officer is responsible for coordinating the development, review, routing for approval, and distribution 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 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 comments received from employees are submitted to the university compliance officer who forwards them to the TAMUS Policy Office. The university compliance officer

distributes approved new or revised 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.

2.1.1. Administrative units will be responsible for updating their university rules and/or procedures corresponding with the approved system policies and regulations within six months of receiving the new or revised 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 the joint efforts of the university's compliance officer and the responsible vice president or their designee. The university's compliance officer will provide the template and number for new rules and procedures, and will assist in the editing process to help ensure that the rules and procedures are clear, complete, concise, and compliant with governing laws and system policies and regulations.

3.3. All university rules and procedures must include appropriate references to system policy or regulation.

3.4. Once the university rule or procedure has been developed, it must be recommended by the respective vice president(s) and the compliance officer. The recommended procedure must be submitted to the President's Council for consideration and to the CEO for approval.

3.5. After CEO approval of a rule, it is sent to TAMUS Policy Office for system-level review and approval.

3.6. Once the approval is received from system, the compliance officer is responsible for publishing the rule or procedure on the TAMUK "University Rules and Procedures" webpage.

4. INTERPRETATION OF POLICIES, REGULATIONS, RULES, AND PROCEDURES

4.1. System policies and regulations will be interpreted by the appropriate TAMUK administrator and compliance officer.

4.2. Each university rule and procedure 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.

Related Statutes, Policies, Rules or Requirements

[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](#)

This procedure supersedes:

University Rule 01.01.01.K1, Development of Rules & Distribution of Policies, Regulations, and Rules

Contact Office

Office of Compliance
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