01.01.01.R0.02  Development and Maintenance of University Rules and Procedures

Approved: February 18, 2013
Revised May 27, 2014
Next Scheduled Review: May 27, 2019

Procedure Statement

The President shall establish rules and procedures that shall be used as governance documents for Texas A&M University-Commerce. University rules and procedures supplement, and therefore cannot conflict with, policies or regulations of The Texas A&M University System.

Reason for Procedure

System policies and regulations require that A&M-Commerce establish rules and procedures that are consistent with policy and regulation requirements. This procedure sets standards and responsibilities for development, review, approval, and distribution of rules and procedures that govern A&M-Commerce.

Procedures and Responsibilities

1. STANDARDS

1.1. The use of rules and procedures are specified in System Policy 01.0, System Policies, Regulations, and Member Rules and Procedures and Regulation 01.01.01, Format for Policies, Regulations, Rules and Procedures.

1.2. Rules and procedures represent A&M-Commerce governance documents that require compliance by administrators, employees, and agents of the university.

1.3. Rules and procedures are subject to review or revision 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 procedures that govern A&M-Commerce and its off-campus sites. The President approves all rules and procedures.
2.2. The University Compliance Office is responsible for the following: coordinating reviews and routing rules and procedures; maintaining the university policy website; notifying the university community of new or revised rules and procedures and coordinating comments regarding System draft policies and regulation that impact university governance.

2.3. The Contact Office designated for each rule or procedure shall be considered the subject matter expert for that rule or procedure. The responsibilities for new or revised rules or procedures include: developing content, maintaining accurate and current information, including links and providing interpretation. Responsibilities also include the review or revising of a rules or procedures as need, or as designated by the five-year review process.

2.4. The Provost and Vice President for Academic Affairs, in consultation with the Faculty Senate and the Dean’s Council, coordinate the development, review and routing for approval of rules and procedures affecting faculty.

2.4.1. Prior to submission to Dean’s/Academic Council, draft rules and/or procedures will be reviewed by the Compliance Office for formatting and continuity at the request of the Academic Affairs office.

2.5. The Vice President for Student Access and Success, in consultation with the Faculty Senate, coordinate the development, review and routing for approval of rules and procedures affecting students. Additionally, rules and/or procedures affecting students developed by other divisions shall be reviewed by the Student Access and Success Executive Council.

2.6. The Vice President for Business and Administration

2.6.1. The Office of Human Resources reviews rules and/or procedures pertaining to the following statutes; this list is not all inclusive: Title VII of the Civil Rights Act of 1964; The Equal Pay Act of 1963 (EPA); Age Discrimination in Employment Act of 1967; Title I & II – American with Disabilities Act of 1990, Amended; Genetic Information Nondiscrimination Act of 2008 (GINA); Title IX Education Amendment of 1972; and Section 503 & 504 of the Rehabilitation Act. Refer to A&M Commerce Procedure 08.01.01.R0.01, Civil Rights Compliance.

2.6.2. New or revised Information Resource rules and/or procedures shall be reviewed and approved in accordance with system policy 29.01 Information Resources.

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 by changes to Texas A&M System Policies and Regulations.
3.2. Once the need for a new rule or procedure has been identified, a Rule/Procedure Development Form must be completed and submitted to the University Compliance Office. The Compliance Officer and Chief of Staff, in coordination with Contact Office, will review the form/report for determination of relevance.

3.3. The Contact Office shall draft the rule or procedure using the template and instructions established in System Regulation 01.01.01 Format for Policies, Regulations, Rules and Procedures. The draft is then routed through the Contact Office’s designated administrative channel for review and comment.

3.4. When a new or revised draft rule or procedure is received from the designated administrative channel, the University Compliance Office will review it for content, flow and compare the draft with applicable System policies and regulation and current university rules and procedures. The Compliance Office will then coordinate the final review and routing process. Additionally, procedures needing review for legal sufficiency will be sent to the A&M System Policy Office.

3.5. The University Compliance Office routes new or revised draft rules or procedures to the President’s Advisory Council (PAC) for distribution and comments. During the review process, comments made may result in additional revisions.

3.6. Once the University Compliance Office receives a rule approved by PAC, the rule is routed to the A&M System Policy Office for review of legal sufficiency and consistency with System Policies and Regulation, and approval by the Chancellor. Once the rule is approved by the Chancellor, it is then posted to the A&M-Commerce policies website and distributed electronically via the university list-serve.

3.7. Once the University Compliance Office receives a procedure approved by PAC, the procedure is posted to the A&M-Commerce policies website and distributed electronically via the university list-serve.

3.8. The University Compliance Office will update electronic databases with the approved rule or procedure and will maintain the signed hard copy.

4. MINOR REVISION PROCESS

Minor revision to existing university rules and procedures usually originate from the Contact Office. Minor revisions include a change to the rule or procedure numbering sequence, minor grammatical edits, an addition or change to a hyperlink and a change in title or position.

5. REVIEW AND MAINTENANCE

5.1. The University Compliance Office will determine a five-year review cycle of all university rules and procedures. Any new rules or procedure approved by the Chancellor or PAC will be added to this rotation cycle upon implementation.

5.2. Rules and procedures identified for on-going maintenance or as part of the five-year review cycle require a Compliance Determination Report to be filled out and submitted to the University Compliance Office.
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
System Policy 29.01 Information Resources
Suspends University Rule 01.01.01R1 Rule for Rule Development
Suspends University Procedure 01.01.01.R1.01 Compliance Monitoring of University 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 regulation, and final approval, by the chancellor.

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 when required by system policies or regulations or at the request of the university. University procedure provide implementation instruction specific to the University.
Appendix

Rule & Procedure Development

Contact Office

University Compliance Office
903-886-5996