

UNIVERSITY RULE

01.01.01.M1 Development and Approval of Texas A&M University Rules

Approved June 17, 1996

Revised December 21, 2005

Revised October 23, 2009

Next scheduled review: October 23, 2012

Rule Statement

System Policy 01.01 and System Regulation 01.01.01 require Texas A&M University to maintain rules supplement the system policies and regulations.

The President has delegated responsibility to University Risk and Compliance to coordinate the development, review, routing for approval, and distribution of new and revised University rules. The Faculty Senate coordinates the development, review and routing for approval of all Faculty Senate initiated rules.

Reason for the Rule

This rule documents the responsibilities and processes to develop, maintain, and approve rules and SAPs that govern the University.

Process

1. NEW OR REVISED UNIVERSITY RULE PROCESS
 - 1.1 New rules or revisions to existing rules may originate with any standing or ad hoc committee of the University or from any office delegated responsibility for compliance with such rules.
 - 1.2 Upon receipt of a new or revised draft rule, University Risk and Compliance coordinates the rule review and routing process, reviews that the draft supplements applicable System policies and regulations, and reviews content flow.
 - 1.3 The new or revised draft rule is routed to the University Rule Team. The Rule Team is comprised of TAMU faculty and staff that review the content, distribute the draft to constituents for comments, and provide feedback.

- 1.4 A final draft approved by the responsible office is submitted to the President's Chief of Staff, Executive Vice President or Vice President to whom the responsible office reports for approval.
- 1.5 This draft is sent to the System Policy Office who routes it to the Office of General Counsel and Chancellor's staff for a review of legal sufficiency and consistency with System policies and regulations.
- 1.6 Upon review for legal sufficiency and resolution of issues, final approval of a new rule is granted by the President. Final approval of a revised rule is granted by the President's Chief of Staff, Executive Vice President or Vice President to whom the responsible office reports for final approval.
- 1.7 University Risk and Compliance updates electronic databases with the approved new or revised rule and sends notification through a campus-wide electronic distribution.
- 1.8 Revisions made during the rule process may require additional review.
- 1.9 The President's Chief of Staff, Vice Presidents, and Executive Vice President are asked to review rule content and provide comments prior to legal review and final approval.

2. UNIVERSITY RULE PROCESS FOR MINOR REVISIONS

- 2.1 Minor revisions to existing University rules may originate in the same manner as a new rule. Minor revisions include a change in office of responsibility, updates to code section numbers, minor grammatical edits, and/or a change in title or position.
- 2.2 Upon receipt, University Risk and Compliance coordinates the rule review and routing process.
- 2.3 The Rule Team receives an informational copy of the proposed revisions.
- 2.4 Minor University rule revisions are forwarded to the President's Chief of Staff, Executive Vice President or Vice President to whom the responsible office reports for final approval.
- 2.5 University Risk and Compliance updates electronic databases with the approved revised rule and sends notification through a campus-wide electronic distribution.

Related Statutes, Policies, or Requirements

Supplements [System Policy 01.01](#) and [System Regulation 01.01.01](#)

Contact Office

Contact [University Risk and Compliance](#) at 979-845-1323 for rule clarification and interpretation.

OFFICE OF RESPONSIBILITY: [University Risk and Compliance](#)