



Approved: October 6, 2011
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Next Scheduled Review: December 1, 2013

Procedure Statement

Tarleton State University rules and standard administrative procedures (SAPs) will supplement material in the System Policies and Regulations Library. The president at Tarleton is responsible for the approval of all University rules and SAPs. The policy compliance officer is responsible for coordinating the development, review, routing for approval, and distribution of new and revised University rules and SAPs.

Reason for Procedure

This procedure documents the responsibilities and processes for developing, maintaining, and approving rules and SAPs that govern Tarleton.

Procedures and Responsibilities

1. ASSIGNMENT OF RESPONSIBILITIES FOR UNIVERSITY RULES
 - 1.1 Based on approved policies and regulations, the policy compliance officer determines whether a rule is required to be developed or revised by the university. Requests for new or revised rules may originate from any office delegated with the responsibility for compliance with such rules or an office affected by a University rule.
 - 1.2 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, the Executive Leadership Cabinet and policy compliance officer. The implementation team will seek the assistance of additional personnel as needed to develop or revise appropriate rules.
 - 1.3 After the president's approval, the new or revised rule is sent to the System Policy Office for review and approval.
 - 1.4 The policy compliance officer will review the comments of the System Policy Office, SAGO Administration, and the General Counsel and modify the rule if necessary.
 - 1.5 The policy compliance officer is responsible for the distribution of University rules to the Executive Leadership Cabinet, vice presidents, deans, academic department

heads, division directors, director of the library, and director of human resources. These individuals are responsible for distributing, communicating, and providing training if needed, of approved rules to employees in their areas.

2. INTERPRETATION OF UNIVERSITY RULES

2.1 Each university rule will have the name of the office responsible for interpreting the rule. Persons needing interpretation of rules should contact the office listed or the policy compliance officer.

3. DEVELOPMENT AND PUBLICATION OF STANDARD ADMINISTRATIVE PROCEDURES

3.1 The policy compliance officer is responsible for coordinating the development and dissemination of standard administrative procedures (SAPs).

3.2 All SAPs will be developed through the joint efforts of the policy compliance officer and the responsible vice president or their designee. The policy compliance officer will format and number the SAP and assist in the editing process to help ensure that the procedures are clear, complete, concise, and compliant with governing laws, policies, regulations, and rules.

3.3 After the SAP has been developed, the policy compliance officer will submit the SAP to the president for approval. SAP content may warrant the same System review process as a new or revised rule, which will be determined on a case by case basis. Tarleton has an option to forward a new or revised SAP to the System Policy Office with a request for the Office of General Counsel to perform a review.

3.4 The president grants final approval to new and revised SAPs. Upon the president's approval, the policy compliance officer is responsible for distributing the SAP to all administrative units and publishing the procedure on the university's web page. Supervisors for administrative units are responsible for distributing and training employees on new or revised SAPs.

4. INTERPRETATION OF STANDARD ADMINISTRATIVE PROCEDURES

4.1 Each administrative procedure will have the name of the office responsible for interpreting the SAP. Persons needing interpretation of should contact the office listed or the policy compliance officer.

5. PROCESS FOR MAKING MINOR REVISIONS TO ESTABLISHED UNIVERSITY RULES AND SAPs

5.1 Minor revisions to existing University rules and procedures will be submitted to the policy compliance officer for processing. Minor revisions must be approved by the president. Minor revisions include a change in office of responsibility, change to numbering sequence, minor grammatical edits, and addition or change to a hyperlink, and/or a change in title or position.

5.2 The policy compliance officer sends notification of the approved minor revisions as described above in section 1.5.

6. UPDATES TO SYSTEM POLICIES AND REGULATIONS

- 6.1 The policy compliance officer distributes *proposed* policies and regulations sent by the System Policy Office to the following employees for their review: president, vice presidents, deans, academic department heads, division directors, director of the library, director of human resources, and the president of the Faculty Senate and the Staff Council. These individuals are responsible for distributing policies and regulations to their employees for review. Any changes or comments received from employees are submitted to the policy compliance officer who forwards them to the System Policy Office.
- 6.2 The policy compliance officer distributes approved System policies and regulations as described in section 6.1. If it is determined that a University rule or procedure should be updated based on the changes in a System's policy or regulation, the policy compliance officer will process the changes in the same manner as a new rule or SAP.

Related Statutes, Policies, or Requirements

This SAP supersedes:

Rule *01.01.01.T1, Development and Approval of Tarleton State University Rules and Distribution of Policies, Regulations, and Rules*

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

Contact Office

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