

- 1.4. The compliance coordinator will conduct a final review and formatting. The compliance office will forward the rule and/or SAP to the vice president's review and approval. The compliance coordinator will make any necessary adjustments if needed when received from the vice president.
- 1.5. The compliance coordinator will forward the vice president's approved rule and/or SAP as the annotated version, brief description of what is required of the rule and/or SAP, what has been added/deleted and a deadline for review to the Executive Leadership Cabinet (Cabinet) excluding the president.
- 1.6. The compliance coordinator will review and respond to any questions from the Cabinet. The compliance coordinator will forward the final review of the rule and/or SAP to the chief of staff.
- 1.7. The chief of staff will place the rule and/or SAP on the Cabinet agenda. The vice president will present the rule and/or SAP and offer recommendation of approval at the Cabinet meeting.
- 1.8. After the president's approval, the new, revised, and/or deleted rule and/or SAP is sent to the System Policy Office for review and approval if warranted.
- 1.9. When warranted, a new, revised, and/or deleted rule will be submitted to the System Policy Office for the Office of General Counsel review and approval.
- 1.10. When warranted, a SAP may be submitted to the System Policy Office with a request for the Office of General Counsel to perform a review.
- 1.11. The compliance coordinator will review the comments of the System Policy Office, and the General Counsel and modify the rule and/or SAP if necessary.
- 1.12. The compliance coordinator is responsible for distributing the new or revised rule and/or SAP to all administrative units and publishing the rule and/or SAP on the university's web page. Supervisors for administrative units are responsible for distributing, communicating, and providing training if required by the approved rules and/or SAPs to employees in their areas.

2. INTERPRETATION OF UNIVERSITY RULES AND/OR SAP

- 2.1. Each university rule and/or SAP will have the name of the office responsible for interpreting the rule and/or SAP. Persons needing interpretation of rules and/or SAPs should contact the office listed or the Department of Risk Management and Compliance.

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

3.1 Minor revisions to existing university rules and SAPs will be submitted to the Department of Risk Management and Compliance. 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.

4. REVIEW AND MAINTENANCE

4.1 The Department of Risk Management and Compliance will identify a five-year cycle of all university rules and SAPs. Any new rules or SAPs approved by the university president will be added to this rotation cycle upon implementation.

5. UPDATES TO SYSTEM POLICIES AND REGULATIONS

5.1 The compliance coordinator 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 within their areas for review. Any changes or comments received from employees are submitted to the compliance coordinator who forwards them to the System Policy Office.

5.2 The Department of Risk Management and Compliance distributes *approved* System policies and regulations as described in section 5.1. If it is determined that a university rule or SAP should be updated based on the changes in a system policy or regulation, the Department of Risk Management and Compliance will process the changes in the same manner as a new rule or SAP.

Related Statutes, Policies, or Requirements

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

Contact Office

Risk Management and Compliance
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