01.01.01.T0.01 University Rules and Standard Administrative Procedures, and System Policies and Regulations

Approved:	October 6, 2011
Effective:	December 1, 2011
Revised:	February 22, 2016
Revised:	May 9, 2023
Next Scheduled Review:	May 9, 2028

Procedure Summary

Official actions taken by Tarleton State University (Tarleton or university) and its respective administrators, employees, agents, and students are governed by applicable federal and state laws, Board of Regents (board) of The Texas A&M University System (system) bylaws, the system, the university, system policies, system regulations, and Tarleton rules and standard administrative procedures (SAP).

This SAP is adopted to supplement System Policy 01.01, *System Policies and Regulations and Member Rules and Procedures*, and System Regulation 01.01.01, *Format for System Policies and Regulations, and Member Rules*, and establishes procedures and responsibilities for rule and SAP development, review, revision, approval routing, maintenance, publication, and dissemination of policy, regulation, rule, and SAP updates to the campus community.

Procedure

1. RESPONSIBILITIES

   1.1. The president has overall responsibility for university rules and SAPs that govern Tarleton in accordance with System Policy 01.01 and System Regulation 01.01.01.

   1.2. The president herein delegates to University Compliance the responsibility for facilitating rule and SAP development, review, revision, approval routing, maintenance, publication, and dissemination of policy, regulation, rule, and SAP updates to the university community. The manager of university compliance is responsible for facilitating these processes in accordance with System Policy 01.01 and Regulation 01.01.01 and serves as the university's appointed rules and policy compliance officer with the System Policy Office/Office of General Counsel (OGC).

1.3. University Compliance's responsibilities as it relates to this SAP include, but are not limited to:

- facilitating, coordinating, guiding, and tracking development, review, revision, and approval routing process for university rules and SAPs;
- assisting and advising rule and SAP applicable area(s) of responsibility (owner or stakeholder) in development of new or revision to existing rules and SAPs;
- final compliance, stylistic, and formatting review of proposed new or revisions to existing university rules and SAPs and routing for approval process;
- assisting and advising the university community with questions related to policy, regulations, rules, and/or SAPs;
- maintenance of university rule and SAP templates, inventory files, project tracking matrix, policy library, and rule and SAP inventory websites;
- maintenance of a university policy listserv of applicable university officials for and dissemination of policy, regulation, rule, and SAP updates to the university community;
- reviewing System Policy Office/OGC updates to determine if development of a new or review of any existing rule or SAP is deemed necessary and makes assignments to the applicable area(s) of responsibility (owner or stakeholder); and
- as the university's appointed rules and policy compliance officer, serves as the university's liaison with the System Policy Office/OGC with regard to system-required rule and SAP compliance, reviews, approval routing, and proposed system policy and regulation feedback.

1.4. University Compliance is authorized to approve and publish minor revisions that do not change context of existing university rules and SAPs. Minor revisions include, but are not limited to, a change in Contact Office information, department names, positions, titles, numbering sequence, minor grammatical edits, hyperlinks, formatting, template update, and stylistic edits that align with system Written Style Guidelines.

1.5. Rule and SAP owners, contacts, stakeholders, subject matter experts, and areas of responsibility will collaborate with University Compliance and the manager of university compliance in rule and SAP development, reviews, and revisions. University Compliance should be notified in advance of development of or revision to an existing rule or SAP to ensure appropriate templates, processes, tracking, compliance, and potential duplication of efforts.

1.6. University administrators, employees, agents, and students must comply with all system policies, system regulations and university rules and SAPs at all times. Noncompliance with system policies, system regulations and university rules and SAPs may be considered grounds for disciplinary action up to and including termination of employees or expulsion of students.

2. UNIVERSITY RULE ADOPTION AND REVISION

2.1 University rules will follow the number conventions provided in System Regulation 01.01.01.

2.2   All proposed new rules will be submitted for approval using the university's approved template maintained by University Compliance.

2.3   Proposed revisions to existing rules must be submitted for review and approval as an annotated version of the currently published rule using the applicable document maintained within University Compliance.

2.4   Following collaboration with applicable area(s) of responsibility (owner or stakeholder) in development or revision of a rule, University Compliance will conduct a final compliance review. Upon University Compliance endorsement:

- University Compliance will prepare and submit the final proposed new or existing rule revision with a summary of requirements and/or revisions to the applicable division vice president for review and approval;
- upon approval, the applicable division vice president will determine whether or not the rule has cross-divisional impacts that will require Executive Leadership Cabinet review and approval;
- if Executive Leadership Cabinet approval is deemed necessary, the proposed new or revised rule will be presented to the Executive Leadership Cabinet for review and approval and the applicable division vice president will notify University Compliance of approval;
- if Executive Leadership Cabinet approval is deemed as NOT necessary, the proposed new or revised rule will be presented to the president for review and approval and the applicable division vice president will notify University Compliance of approval;
- upon notification of approval, University Compliance will submit the approved proposed new or existing rule revision to the System Policy Office for OGC review for legal sufficiency and chancellor approval;
- University Compliance will serve as the liaison for communications with the System Policy Office and/or OGC reviewing attorney with questions or recommendations and collaborate with applicable area(s) of responsibility (owner or stakeholder) to respond accordingly; and
- upon receipt of chancellor approval from the System Policy Office, University Compliance will publish the final approved new or revised rule to the university's rules and procedures inventory on the web and send notification to the university's policy listserv.

2.5   Rule reviews that result in minor or no revisions deemed necessary will be marked by University Compliance with the review completion date, updated next scheduled five-year cycle review date, and published to the rules and procedures inventory on the web.

2.6   Rule reviews, development, or revisions required by the system must complete the process outlined herein within six (6) months of publication of the related system policy and/or regulation requirement.

3. UNIVERSITY SAP ADOPTION AND REVISION

   3.1 All SAPs will be developed using the university's approved template maintained by University Compliance.

   3.2 University SAPs will follow the number conventions provided in System Regulation 01.01.01.

   3.3 Proposed revisions to existing SAPs must be submitted for review and approval as an annotated version of the currently published SAP using the document maintained within University Compliance.

   3.4 Following collaboration with applicable area(s) of responsibility (owner or stakeholder) in development or revision of a SAP, University Compliance will conduct a final compliance review. Upon University Compliance endorsement:

   - University Compliance will prepare and submit the final proposed new or existing SAP revision with a summary of requirements and/or revisions to the applicable division vice president for review and approval;
   - upon approval, the applicable division vice president will determine whether or not the SAP has cross-divisional impacts that will require Executive Leadership Cabinet review and approval;
   - if Executive Leadership Cabinet approval is deemed necessary, the proposed new or revised SAP will be presented to the Executive Leadership Cabinet for review and approval and the applicable division vice president will notify University Compliance of approval;
   - if Executive Leadership Cabinet approval is deemed as not necessary, the proposed new or revised SAP will be presented to the president for review and approval and the applicable division vice president will notify University Compliance of approval;
   - upon notification of approval by the applicable vice president, University Compliance will prepare the final approved SAP with a summary of requirements and/or revisions for the president's signature; and
   - upon receipt of the approved final SAP signed by the president, University Compliance will publish the final new or revised SAP to the university's rules and procedures inventory on the web and send notification to the university's policy listserv.

   3.5 SAP reviews that result in minor or no revisions deemed necessary will be marked by University Compliance with the review completion date, updated next scheduled five-year cycle review date, and published to the rules and procedures inventory on the web.

4. SCHEDULED REVIEWS AND MAINTENANCE

   4.1 All university rules and SAPs will be scheduled by University Compliance for five-year cycle reviews following adoption of a new or revision to an existing rule or SAP.

4.2 University Compliance will assign rule and SAP reviews to the applicable area(s) of responsibility (owner or stakeholder) in advance of the next schedule five-year cycle review date. Reviews will follow applicable processes outlined in sections 2 and 3 of this SAP.

5. INTERPRETATION OF UNIVERSITY RULES AND/OR SAP

5.1 Each university rule and SAP will include an applicable contact office. Persons seeking interpretation of a particular rule or SAP should contact the respective contact office or University Compliance for assistance.

Related Statutes, Policies, 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*

Contact Office

University Compliance
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