Procedure Statement

This Procedure sets standards and responsibilities for development, review, approval, deletion, and distribution of University Rules, Procedures, and Guidelines that govern Texas A&M University-San Antonio (TAMU-SA). The President has delegated responsibility to each Executive Team member to coordinate the development, review, routing for approval, deletion, and distribution of new, revised or deleted University Rules, Procedures, and Guidelines that fall within the Executive Team member’s area of responsibility.

University Compliance is responsible for ensuring each Executive Team member is aware of all actions needed regarding their respective Rules, Procedures, and/or Guidelines. University Compliance will report the status of all University Rules, Procedures, and Guidelines to the President at least monthly.

Reason for Procedure

This procedure supplements System Policy 01.01 System Policies, Regulations, and Member Rules and Procedures.

Process

1. ET Review/Approval Process to Create, Revise, Delete, or Review Rules, Procedures, and Guidelines (guidelines that only affect division employees [intra-division] do not have to follow this process).

   1.1 Rules, Procedures, or Guidelines (RPG) that need to be created, revised prior to the review date, or requested to be deleted will be moved through the Executive
1.1.1 All procedures/guidelines undergoing review based on TAMU-SA’s required review timeline must be presented to ET during a scheduled ET meeting for ET’s review/comment regardless of whether or not changes are being proposed since portions of the procedure/guideline affecting another division may need to be updated based on positions/processes current within another division that are unknown to the division responsible for the procedure/guideline.

1.1.1.1 If ET agrees with the proposed changes, the changes become effective with that approval and may be forwarded to University Compliance for posting to the University website.

1.1.1.2 If an ET member wishes to coordinate the proposed changes with members of his/her staff he/she will have until the next scheduled ET meeting to have the proposed changes coordinated. ET will review the proposed changes at the next ET meeting and the procedure/guideline will be discussed and approved at that meeting.

1.1.2 All Rules whether new, revised, prior to the required review date, or requested to be deleted must proceed through the ET review/approval process (paragraph 1.1.4.1) prior to University Compliance sending that Rule to the Office of General Counsel (OGC) for System review/approval and posting to the University website.

1.1.3 Procedures, whether new, revised prior to the required review date, or requested to be deleted must proceed through the ET review/approval process (paragraph 1.1.4.1). Once the Procedure has completed the ET review/approval process, the sponsoring ET member may request University Compliance to send the Procedure to OGC for legal review.

1.1.4 Guidelines that apply to another division(s), whether new, revised prior to the required review date, or requested to be deleted must proceed through the ET review/approval process. Guidelines that apply only to one division, whether new, revised, in review, or requested to be deleted can be added as an ET Agenda Item and discussed during the ET meeting-these guidelines to not have to comply with the ET Review/Approval Process outlined in paragraph 1.1.4.1.
1.1.4.1 ET Review/Approval Process: The ET member sponsoring the Rule, Procedure, or Guideline will submit the RPG to ET and University Compliance for review and may use the following suggested language.

Subject line: ET Notification: Draft TAMU-SA Rule/Procedure/Guideline proposal (##.##.## Name)

Body of email: This email solicits from you any suggested edits to the draft document in the subject line of this message within five business days. Please reply with any suggested edits to all ET members. The edits should include specific suggestions which include current and suggested language.

The next business day after ET and University Compliance have been notified will begin the review cycle for five consecutive business days for all members of ET. It is the responsibility of each ET member to solicit feedback from their respective departments and provide any comments concerning the proposal to all members of the ET within the five business day review cycle.

If any ET member needs an extension on the five day review cycle, (s)he may request an extension of up to three additional business days by notifying the ET and University Compliance.

If the sponsoring ET member receives no feedback by the close of the fifth consecutive business day, the sponsoring ET member will notify the ET and University Compliance that no comments were received, provide all members of the ET and University Compliance a copy of the final draft, and state that the Rule/Procedure/Guideline is ready to be posted to the University website.

1.1.4.2 If the sponsoring ET member receives feedback by the close of the fifth consecutive business day, the sponsoring ET member has the next four consecutive business days to incorporate any feedback the sponsoring VP deems necessary. Within those four consecutive business days, the sponsoring ET member will also distribute the final draft and notify ET and University Compliance that the document(s) is ready to be posted to the University website and may use the following suggested language.

Subject line: Posting Notification: TAMU-SA Rule/Procedure/Guideline (##.##.## Name)

Body of email: The review cycle has expired and the attached final document will be posted as an update to the university’s website within the next three business days.
1.1.4.3 Should an occasion arise that a non-sponsoring ET member feels that a recommendation(s) made during the review cycle should be incorporated, but was not by the sponsoring ET member, the non-sponsoring ET member will notify the ET and University Compliance as to the specific recommendation(s) within the next two consecutive business days immediately following 1.1.4.2. University Compliance will then take the draft and unresolved item(s) to the President at the President’s earliest convenience for the final decision. After the final decision, University Compliance will provide the ET the final draft and post to the website within three business days.

1.1.5 Once OGC approves an ET-reviewed/approved Rule and the Chancellor has signed the rule, it will become effective and ready for University Compliance to post to the University website.

1.2 University Compliance will ensure ET members are made aware of actions needed regarding their respective Rules, Procedures, and Guidelines.

2. Updates to System Policies and Regulations

2.1 Periodically the System updates their Policies and Regulations. The Vice President for Finance and Administration (VPFA) is the liaison with the System regarding the System’s Policies and Regulations.

2.2 The VPFA will submit proposed and approved updates to System Policies and Regulations to ET.

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

Definitions

Division – a division is an organization (with two or more departments) whose head reports directly to the President. TAMU-SA currently recognizes the following divisions: Academic Affairs, Student Affairs, Strategic Initiatives & Military Affairs, Institutional Advancement & University Communications, and Finance & Administration.
Contact Office

Finance & Administration, University Compliance (210) 784-2560