01.01.99.O0.01 Process for Rules, Procedures and Guidelines
Approved: May 20, 2010
Revised: March, 2013
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Revised: November, 2013
Revised: April, 2014
Revised: April, 2016
Next Scheduled Review: April, 2021

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 (A&M-San Antonio). The President has delegated responsibility to each Cabinet 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 Cabinet member’s area of responsibility.

University Compliance is responsible for ensuring each Cabinet member is aware of all actions needed regarding their respective Rules, Procedures, and/or Guidelines.

Reason for Procedure

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

Official Procedure

1. Cabinet 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, or requested to be deleted will be moved through the Cabinet review/approval process (paragraph 1.1.4.1) by the Cabinet member overseeing that RPG. University Compliance maintains the list of RPGs that each Cabinet member oversees. The Cabinet member sponsoring an RPG for creation, revision, deletion, or review will solicit any necessary reviews by the departments that fall under their jurisdiction prior to submitting the RPG to the Cabinet for review/approval.
1.1.1 All procedures/guidelines undergoing review based on A&M-San Antonio’s required review timeline must be presented to the Cabinet during a scheduled Cabinet meeting for the Cabinet’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 the Cabinet 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 a Cabinet member wishes to coordinate the proposed changes with members of his/her staff he/she will have until the next scheduled Cabinet meeting to have the proposed changes coordinated. The Cabinet will review the proposed changes at the next Cabinet 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 Cabinet 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 or deleting from/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 Cabinet review/approval process (paragraph 1.1.4.1). Once the Procedure has completed the Cabinet review/approval process, the sponsoring Cabinet 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 Cabinet review/approval process. Guidelines that apply only to one division, whether new, revised, in review, or requested to be deleted can be added as a Cabinet Agenda Item and discussed during the Cabinet meeting-these guidelines do not have to comply with the Cabinet Review/Approval Process outlined in paragraph 1.1.4.1.

1.1.4.1 Cabinet Review/Approval Process: The Cabinet member sponsoring the Rule, Procedure, or Guideline will submit the RPG to the Cabinet and University Compliance for review and may use the following suggested language.

Subject line: Cabinet 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 Cabinet members. The edits should include specific suggestions which include current and suggested language.

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

If any Cabinet 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 Cabinet and University Compliance.

If the sponsoring Cabinet member receives no feedback by the close of the fifth consecutive business day, the sponsoring Cabinet member will notify the Cabinet and University Compliance that no comments were received, provide all members of the Cabinet 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 Cabinet member receives feedback by the close of the fifth consecutive business day, the sponsoring Cabinet 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 Cabinet member will also distribute the final draft and notify the Cabinet 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.

1.1.4.3 Should an occasion arise that a non-sponsoring Cabinet member feels that a recommendation(s) made during the review cycle should be incorporated, but was not by the sponsoring Cabinet member, the non-sponsoring Cabinet member will notify the Cabinet 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 Cabinet the final draft and post to the website within three business days.
1.1.5 Once OGC approves a Cabinet-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 Cabinet 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 Business Affairs (VPBA) is the liaison with the System regarding the System’s Policies and Regulations.

2.2 The VPBA will submit proposed and approved updates to System Policies and Regulations to the Cabinet.

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**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](#)

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**Definitions**

**Division** – a division is an organization (with two or more departments) whose head reports directly to the President. A&M-San Antonio currently recognizes the following divisions: Academic Affairs, Student Affairs, Institutional Advancement, and Business Affairs.

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**Contact Office**

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