

# 01.01.99.C0.01 **Review and Approval of University Rules and Procedures**



Approved: January 14, 1997  
Revised: September 20, 1999  
Revised: December 15, 2016  
Next Scheduled Review: December 15, 2021

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## **Procedure Statement**

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Texas A&M University-Corpus Christi will establish rules and procedures to supplement the Texas A&M University System policies and regulations. These rules and procedures must be approved and reviewed regularly as described in this procedure.

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## **Reason for Procedure**

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This procedure outlines the process for creating, reviewing, approving, and revising Texas A&M University-Corpus Christi rules and procedures. It also assigns responsibility for the rules and procedures in terms of the review and approval process.

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## **Procedures and Responsibilities**

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### **1. SYSTEM GUIDELINES AND REQUIREMENTS**

- 1.1. Guidelines for the development of university rules are provided in System Policy 01.01 System Policies and Regulations, and Member Rules and Procedures, and System Regulation 01.01.01 Format for Policies and Regulations, and Member Rules.
- 1.2. Rules required by the system must complete the campus review process and be submitted to the system for review within six months of the publication of the related system policy and/or regulation.

### **2. OVERSIGHT OF RULES AND PROCEDURES**

General responsibility for the development of university rules and procedures rests with the President. The President has delegated the responsibility for maintaining the compendium of the university's rules and procedures to the Provost and Vice President for Academic

Affairs. Academic Affairs is the administrative unit charged with ensuring the appropriate review of new and amended rules and procedures.

### 3. NEW RULES AND PROCEDURES

Individuals, departments, advisory bodies listed in section 5 of this procedure, administrative councils, or the President's Cabinet may initiate new rule or procedure proposals. Proposed rules and procedures are submitted to the Academic and Administrative Compliance Manager in Academic Affairs for formatting and routing to the appropriate advisory bodies for review. An electronic version must be provided.

### 4. REVISIONS OF EXISTING RULES AND PROCEDURES

Academic Affairs will initiate the regular revision cycle for existing rules and procedures and coordinate the review process. The University will review and update its campus rules and procedures on a regular basis to ensure consistency with federal and state laws, system policies and regulations, other university rules and procedures, and the institutional mission and goals. Revision cycles are typically every five years and generally follow the cycle for revision of system policies and regulations.

4.1. If revision of an existing document is needed, Academic Affairs will supply the responsible department with the most recent published rule/procedure and the associated system policy/regulation as appropriate. The department will return an annotated version showing tracked revisions to the published document to Academic Affairs. Academic Affairs will take the revised document through the campus review process described below. Out-of-cycle reviews may occur and will follow this same process.

4.2. All university rules and procedures must complete the campus review process within six months of the associated policy's and/or regulation's publication. For procedures not required by the system, extension requests for good cause may be submitted in writing to the Academic and Administrative Compliance Manager.

4.3. Departments, units, and the advisory bodies listed in section 5 of this procedure must inform Academic Affairs if they determine a university rule or procedure needs to be updated outside of the regular review cycle. Academic Affairs will review the document and coordinate the review process.

### 5. REVIEW OF NEW AND REVISED RULES AND PROCEDURES

New and revised rules and procedures will be reviewed by one or more of the advisory bodies listed below before the final campus review conducted by President's Cabinet. Academic Affairs will coordinate the review process. The review process is initiated by submitting the proposed document to Academic Affairs.

- 5.1. The College Deans' Council reviews and may propose university rules and procedures dealing with academic matters, educational policy, faculty, librarians, academic administrators, the role of research and allocation of dedicated research funds, student awards, scholarships and honors, academic support services, and academic standards for students.
- 5.2. The Faculty Senate reviews and may propose university rules and procedures dealing with academic matters, educational policy, faculty, librarians, academic administrators, the role of research and allocation of dedicated research funds, student awards, scholarships and honors, academic support services, and academic standards for students.
- 5.3. The Graduate Council reviews and may propose university rules and procedures dealing with graduate academic matters, educational policy, faculty, librarians, academic administrators, the role of research and allocation of dedicated research funds, graduate student awards, graduate scholarships and honors, academic support services, and academic standards for graduate students.
- 5.4. The Staff Council reviews and may propose university rules and procedures dealing with staff matters and may review additional rules and procedures at the request of the Executive Vice President for Finance & Administration.
- 5.5. The Student Government Association reviews and may propose university rules and procedures dealing with student matters and may review additional rules and procedures at the request of the Vice President for Student Engagement & Success.
- 5.6. The Finance & Administration Council reviews and may propose university rules and procedures dealing with operations including, but not limited to, human resources, information technology, civil rights, purchasing, and contracts.
- 5.7. The Student Engagement and Success Council reviews and may propose university rules and procedures dealing with student matters including housing, student life, student judicial affairs, career services, and other academic, co-curricular, and extracurricular activities involving students.
- 5.8. The Division of Research, Commercialization and Outreach and its committees review and may propose university rules and procedures dealing with all aspects of institutional research activities, sponsored research administration, research technology commercialization, community outreach initiatives and related areas of responsibility, export controls (whether related to research or not), unmanned aircraft, and the Lone Star UAS Center of Excellence & Innovation.
- 5.9. The Division of Institutional Advancement reviews and may propose university rules and procedures dealing with the university image, marketing, donor development and solicitation, and athletics.

5.10 Other departments, advisory bodies, and/or representative bodies may be included in the review process based on the content of the rule or procedure as determined by Academic Affairs or at the request of one of the advisory bodies.

6. APPROVAL BY PRESIDENT

Final campus authority for approval of all proposed university rules and procedures rests with the President. President's Cabinet is the final approving body on campus for all rules and procedures.

7. SYSTEM REVIEW

All university rules must be reviewed by the Texas A&M University System Policy Office. University procedures are not required to be reviewed by the System Policy Office; however, the university may submit procedures to the System Policy Office for a legal sufficiency review if deemed necessary (e.g., if the procedure invokes a specific university rule). The Academic and Administrative Compliance Manager has been designated to submit all university rules and any appropriate procedures to the Texas A&M System Policy Office for review after campus approval. Academic Affairs is responsible for ensuring appropriate formatting and for publishing approved rules and procedures on the official university website.

8. ACCESS TO APPROVED DOCUMENTS

Academic Affairs is responsible for ensuring that university employees have access to system policies and regulations and university rules and procedures via an official university website. Colleges and departments are responsible for ensuring that their employees have access to departmental procedures pertinent to their job assignments.

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## **Related Statutes, Policies or Requirements**

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System Policy [01.01 System Policies and Regulations, and Member Rules and Procedures](#)  
System Regulation [01.01.01 Format for Policies and Regulations, and Member Rules](#)

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## **Contact Office**

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Contact for interpretation and clarification: Provost and Vice President for Academic Affairs  
(361) 825-2722