

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



Revised: December 17, 2018
Next Scheduled Review: December 17, 2023
[Revision History](#)

Procedure Summary

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. This procedure outlines the process for creating, reviewing, revising, and approving Texas A&M University-Corpus Christi rules and procedures.

Procedure

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 System 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 (6) 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. The Academic and Administrative Compliance Manager is 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 6 of this procedure, administrative councils, and President's Cabinet may initiate new rule or procedure proposals. Proposed rules and procedures are submitted to the Academic and

Administrative Compliance Manager for formatting and routing to the appropriate advisory bodies for review. An electronic version must be provided.

4. REGULAR REVIEW OF EXISTING RULES AND PROCEDURES

The Academic and Administrative Compliance Manager will initiate the regular review 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 compliance with federal and state laws, system policies and regulations, other university rules and procedures, and the institutional mission and goals. Review cycles are typically every five (5) years and generally follow the review cycles of associated system policies and regulations. Exceptions to the regular review cycles are addressed in section 5 of this procedure.

4.1. If revision of an existing document is needed, the Academic and Administrative Compliance Manager 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 the Academic and Administrative Compliance Manager. The Academic and Administrative Compliance Manager will take the revised document through the campus review process described below.

4.2. All university rules and procedures must complete the campus review process within six (6) months of the publication of the associated system policy and/or regulation. For procedures not required by the system, extension requests for good cause may be submitted in writing to the Academic and Administrative Compliance Manager.

5. EXCEPTIONS TO THE REGULAR REVIEW CYCLES

There may be instances when university rules and procedures need to undergo the review process outside of the normal review cycle outlined in section 4 of this procedure. Exceptions to the regular review schedule may require a full or partial campus review depending on the content being revised.

5.1. Exceptions that require a full campus review can be made for the following reasons:

- (a) A change in related federal or state law resulting in the need for substantive changes to the content of the rule or procedure;
- (b) A change in related system policies and regulations and/or university rules and procedures resulting in substantive changes to the content of the rule or procedure;
- (c) A significant change in the university's organization or its processes that requires substantive changes to the content of the rule or procedure; and
- (d) Other reasons as determined by the Academic and Administrative Compliance Manager.

- 5.2. Certain exceptions may only require a partial campus review. The Academic and Administrative Compliance Manager will determine the appropriate modified review path for these exceptions. In these cases, feedback and suggested edits shall be limited to the newly proposed revisions. Exceptions that require a partial campus review can be made for the following reasons:
- (a) A clerical error;
 - (b) A change in title of an individual, department, form, process, software, etc.; and
 - (c) A change to a small portion (typically less than 10-20%) of the rule or procedure, such as the addition/removal of a single step in a process (e.g., appeal process, training requirements, etc.).
- 5.3. Departments, units, and the advisory bodies listed in section 6 of this procedure may request a review of a university rule or procedure outside of the normal review cycle by contacting the Academic and Administrative Compliance Manager. The Academic and Administrative Compliance Manager will review the request, inform the submitting body of the decision, and coordinate the review process as appropriate.

6. 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. All divisions, 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 the Academic and Administrative Compliance Manager or at the request of one of the advisory bodies. Normally, each included body will review the document once in the review process. In limited cases, a body may review edits made by subsequent reviewing bodies after its initial review for clarification of the newly proposed edits. The goal of the review process is to provide a comprehensive review of the document. The Academic and Administrative Compliance Manager will coordinate the review process. The review process is initiated by the Academic and Administrative Compliance Manager.

- 6.1. The College Deans Council reviews 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.
- 6.2. The Faculty Senate reviews 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.

- 6.3. The Graduate Council reviews 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.
- 6.4. The Staff Council reviews 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.
- 6.5. The Student Government Association reviews 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.
- 6.6. The Finance & Administration Council reviews university rules and procedures dealing with operations including, but not limited to, human resources, information technology, civil rights, purchasing, and contracts.
- 6.7. The Student Engagement and Success Council reviews university rules and procedures dealing with student matters including, but not limited to, housing, student life, student judicial affairs, career services, and other academic, co-curricular, and extracurricular activities involving students.
- 6.8. The Division of Research, Commercialization and Outreach and its committees review 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, unmanned aircraft, and the Lone Star UAS Center of Excellence & Innovation.
- 6.9. The Division of Institutional Advancement reviews university rules and procedures dealing with donor development and solicitation.
- 6.10. The Division of Marketing and Communications reviews university rules and procedures dealing with the university image and marketing.

7. APPROVAL BY PRESIDENT

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

8. 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 Texas A&M University

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 Office of the Provost has been designated to submit all university rules and any appropriate procedures to the Texas A&M University System Policy Office for review after campus approval. The Academic and Administrative Compliance Manager is responsible for ensuring appropriate formatting and publishing of approved rules and procedures on the official university website.

9. ACCESS TO APPROVED DOCUMENTS

The Academic and Administrative Compliance Manager is responsible for ensuring that all university employees have access to system policies and regulations and university rules and procedures via an official university website. Supervisors are responsible for ensuring that their employees have access to and are aware of departmental procedures pertinent to their job assignments.

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*](#)

This procedure supersedes:

- *01.01.01.C1, Review and Approval of University Rules*

Contact Office

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