

01.01.01.R0.02 **Development and Maintenance of University Rules and Procedures**

Revised/Reviewed May 11, 2026
Next Scheduled Review: May 11, 2031



Procedure Summary

The President shall establish rules and procedures that shall be used as governance documents for East Texas A&M University (the University). University rules and procedures supplement, and therefore cannot conflict with, policies or regulations of The Texas A&M University System.

System policies and regulations require the University to establish rules and procedures that are consistent with these requirements. This procedure establishes standards and responsibilities for the development, review, approval, and distribution of rules and procedures governing the University.

Procedures and Responsibilities

1 STANDARDS

- 1.1 The use of rules and procedures is specified in System Policy 01.01, System Policies, Regulations, and Member Rules and Procedures, and Regulation *01.01.01, Format for System Policies and Regulations, and Member Rules*.
- 1.2 Rules and procedures represent East Texas A&M governance documents that require compliance by administrators, employees, and agents of the University.
- 1.3 Rules and procedures are subject to review or revision at any time and are, at a minimum, subject to a five-year review cycle.

2 RESPONSIBILITIES

- 2.1 The President has overall responsibility for rules and procedures that govern the University and its off-campus sites. The President approves all rules and procedures.
- 2.2 The University Ethics and Compliance Office (UECO) is responsible for the following: coordinating reviews and routing rules and procedures; maintaining the university policy website; and notifying the university community of new or revised rules and procedures.
- 2.3 The Contact Office designated for each rule or procedure shall be considered the subject matter expert for that rule or procedure. The responsibilities for new or revised rules or procedures include: developing content, maintaining accurate and current information,

including links, and providing interpretation. Responsibilities also include reviewing or revising rules or procedures as needed or as designated by the five-year review process.

2.4 The Provost and Vice President for Academic Affairs, in consultation with the Faculty Advisory Council and the Deans Council, coordinates the development, review, and routing for approval of rules and procedures affecting faculty.

2.5 The Vice President for Finance and Administration

New or revised Information Resource rules and/or procedures shall be reviewed and approved in accordance with system policy *29.01 Information Resources*.

3 NEW OR REVISED UNIVERSITY RULE AND PROCEDURE PROCESS

3.1 New or revised rules or procedures may originate from the designated Contact Office or designated committee. The UECO routes new or revised rules or procedures resulting from changes to Texas A&M System Policies and Regulations to the responsible stakeholder office(s) for review, comment, or updates, as needed.

3.2 The Contact Office shall draft the rule or procedure using the template and instructions established in System Regulation *01.01.01 Format for System Policies and Regulations, and Member Rules*. The draft is then routed through the Contact Office's designated administrative channel for review and comment.

3.3 When a new or revised draft rule or procedure is received from the designated administrative channel, the UECO will review it for content, flow, and compare the draft with applicable System policies and regulations and current university rules and procedures. The UECO will then coordinate the final review and routing process. Additionally, procedures needing review for legal sufficiency will be sent to the A&M System Policy Office.

3.4 The UECO routes new or revised draft rules or procedures to the Executive Team for distribution and comments. During the review process, comments made may result in additional revisions.

3.5 Once the UECO receives a rule approved by the President, the rule is routed to the A&M System Policy Office for review of legal sufficiency and consistency with System Policies and Regulations, and approval by the Chancellor. Once the Chancellor approves the rule, it is then posted to the university policies website and distributed electronically via the university announcement listserv.

3.6 Once the UECO receives a procedure approved by the President, the procedure is posted to the university policies website and distributed electronically via the university announcement listserv.

3.7 The UECO will update electronic databases with the approved rule or procedure.

4 MINOR REVISION PROCESS

Minor revisions to existing university rules and procedures usually originate from the Contact Office. Minor revisions include changes to the rule or procedure numbering sequence, minor grammatical edits, additions or changes to hyperlinks, and changes in title or position, excluding changes in the “Procedures and Responsibilities” section.

5 REVIEW AND MAINTENANCE

The UECO will determine a five-year review cycle of all university rules and procedures. Any new rules or procedures approved by the Chancellor or the President will be added to this rotation cycle upon implementation.

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](#)

System Policy [29.01 Information Resources](#)

Suspends University Rule *01.01.01R1 Rule for Rule Development*

Suspends University Procedure *01.01.01.R1.01 Compliance Monitoring of University Rules and Procedures*

Definitions

System Policies – Guide the system by incorporating the board’s philosophies, expectations, and priorities. System policies create administrative structures, set priorities, delegate authority, assign responsibility, ensure accountability, and define reporting requirements.

System Regulations – Include specific directives and reporting requirements needed to implement system policies, as well as interpretations for issues not covered or unclear in those policies. System regulations may also be used to communicate uniform guidelines established by the chancellor on matters of overall system concern that are not explicitly addressed in system policies and to provide for uniform compliance with fiscal, academic, research, human resources, and other management standards and requirements imposed by federal or state law or external administrative agency rule.

University Rules – Supplement system policies and regulations, when required by a policy or regulation; when directed by the board or chancellor; or for matters unique to the university at the discretion of the President. University rules shall be submitted to the System Office for review, which includes Office of General Counsel review for legal sufficiency and consistency with system policies and regulations, and final approval by the chancellor.

University Procedures – Implement system policies, regulations, and university rules. University procedures may be submitted to the System Office for review, including the Office of General Counsel's review for legal sufficiency and consistency with system policies and regulations, when required by system policies or regulations, or at the request of the university. University procedures provide implementation instructions specific to the University.

Revision History

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