

01.01.01.W1/PR Development of Rules and Distribution of Policies, Regulations, and Rules

Approved January 30, 1998

Revised March 31, 2016

Supplements System Policy 01.01 and System Regulation 01.01.01



Procedure Statement

All rules of West Texas A&M University (WTAMU) are subject to all relevant laws, rules and regulations of the federal government and the government of the state of Texas. Any rule or procedure found to be in conflict with a federal or state law, rule or regulation shall be null and void to the extent of the conflict. West Texas A&M University rules will supplement material in the Texas A&M University System (TAMUS) Policies and Regulations. Directives or memoranda will be issued from time to time to address internal operational issues. These may not be specific rules, but rather procedures to promote efficient, effective, and orderly university operations. These directives will be in compliance with published System Policies and System Regulations. The President/Chief Executive Officer at West Texas A&M University is responsible for the approval of all University Rules and Procedures.

Responsibilities

1. GENERAL

- 1.1. The Executive Assistant to the President distributes proposed policies and regulations sent by TAMUS to the President's Cabinet for review. The President's Cabinet is responsible for distributing proposed policies and regulations to their department heads and employees for review. Any changes or comments received from employees are submitted to the Executive Assistant to the President who forwards them to the TAMUS Office of Policy Development.
- 1.2 The university vice presidents, academic deans, and department heads are responsible for distributing, communicating, and providing training if needed, of approved policies and regulations to employees in their areas.

2. ASSIGNMENT OF RESPONSIBILITIES FOR RULES

- 2.1. The President is responsible for making recommendations on the adoption of new rules and procedures. Based on approved System policies and regulations, the university Director of Risk Management in coordination with the Vice President for Research and Compliance and the Executive Assistant to the President periodically reviews whether a rule is required to be developed or revised by the university. Each rule must be reviewed and revised, if necessary, at least every five years. All rules and procedures are subject to review at any time on the recommendation of the chancellor.
- 2.2 The development and revision of rules is assigned to the appropriate university policy implementation team member. The university policy implementation team consists of the president, vice presidents and university compliance officer. The implementation team will seek the assistance of additional personnel as needed to develop appropriate rules.

- 2.3 Proposed and revised rules are circulated to members of the policy implementation team for their review. If there are changes to be made, the rule is sent back to the originator. If there are no changes, the proposed rule is sent to the President/CEO for approval.
- 2.4 After President/CEO approval, the rule is sent to The Texas A&M University System Office of Policy Implementation and Compliance for their review and approval.
- 2.5 The university compliance officer is responsible for the distribution of University Rules to employees in positions of authority which consists of the vice presidents, academic deans, and department heads. These individuals are responsible for distributing, communicating, and providing training if needed, of approved rules to employees in their areas.

3. INTERPRETATION OF POLICIES, REGULATIONS, AND RULES

WTAMU rules shall include specific directives and reporting requirements needed to implement system policies.

- 3.1. Policies and regulations will be interpreted by the appropriate WTAMU administrator. The compliance officer may occasionally call the System compliance officer for help in answering questions.
- 3.2 Each university rule will have the name of the office responsible for interpreting the rule. Employees needing interpretation of rules should contact the office listed on the rule.
- 3.3 Noncompliance with system policies, system regulations and WTAMU rules and procedures may be considered grounds for disciplinary action up to and including termination of employees or expulsion of students.

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](#)

Contact Office

President/CEO
806-651-2100

Approval



President/CEO

May 10, 2016
Date