

Standard Administrative Procedure (SAP)



01.01.01.J0.01 Development and Distribution of Rules and Procedures

Approved: October 10, 2025

Next Scheduled Review: October 10, 2030

Procedure Summary

This procedure sets standards and responsibilities for the development, review, approval, and distribution of rules and procedures that govern Texas A&M University-Victoria (A&M-Victoria).

The Texas A&M University System policies and regulations require A&M-Victoria to establish university rules and procedures consistent with policy and regulation requirements.

Procedure

1. GENERAL

1.1. A&M-Victoria rules and procedures will supplement System policies and regulations. Directives, memoranda or handbooks will be issued from time to time to address internal operational issues. These may not be specific rules but rather internal procedures to promote efficient, effective and orderly university operations. These directives will follow published System policies and regulations. The president at A&M-Victoria is responsible for the approval of all university rules and procedures. The university's policy coordinator is responsible for coordinating the development, review, approval process, and distribution of new and revised university rules and procedures.

2. ASSIGNMENT OF RESPONSIBILITIES FOR POLICIES AND REGULATIONS

2.1. The university's policy coordinator distributes proposed policies and regulations sent by the System to the following employees for their review: the president and vice presidents. These individuals are responsible for distributing policies and regulations to their employees for review. Any comments received from employees are submitted to the university's policy coordinator who forwards them to the System Policy Office.

2.2. The university policy coordinator distributes approved new or revised policies and

regulations to the following individuals: the president, and vice presidents. These individuals are responsible for distributing, communicating and providing training, if needed, on approved policies and regulations for employees in their areas.

2.2.1. Departments will be responsible for updating their university rules and/or procedures corresponding with the approved System policies and regulations within six months of receiving the new or revised policy or regulation.

3. DEVELOPMENT AND PUBLICATION OF UNIVERSITY RULES AND PROCEDURES

3.1. The university's policy coordinator is responsible for coordinating the development and dissemination of university rules and procedures.

3.2. All university rules and procedures will be developed through the joint efforts of the university's policy coordinator and the responsible vice president or their designee. The university's policy coordinator will provide the template and number for new rules and procedures and will assist in the editing process with the responsible office to help ensure that the rules and procedures are clear, complete, concise, and compliant with governing laws, System policies, and regulations.

3.3. All university rules and procedures must include appropriate references to System policies or regulations.

3.4. Once the university rule or procedure has been developed, it must be recommended by the respective vice president(s) and the policy coordinator. The recommended rule or procedure must be submitted to the executive leadership for consideration and to the president for approval.

3.5. After the president's approval of a rule or procedure, it is sent back to the policy coordinator who will send it to the System Policy Office for System-level review and approval.

3.6. Once the approval is received from the System, the policy coordinator is responsible for publishing the rule or procedure on the A&M-Victoria "Rules and Procedures" webpage.

4. INTERPRETATION OF POLICIES, REGULATIONS, RULES, AND PROCEDURES

4.1. System policies and regulations will be interpreted by the appropriate A&M-Victoria administrator and policy coordinator.

4.2. Each university rule and procedure will have the name of the office responsible for interpreting the rule or procedure. Employees needing interpretation of rules or procedures should contact the office listed.

Related Statutes, Policies, Rules 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](#)

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