

01.01 System Policies, Regulations, and Member Rules

Approved February 27, 1995 (MO 44-95)
Revised October 13, 1995 (MO 335-95)
Revised May 28, 1999 (MO 101-99)
Revised October 28, 2005 (MO 199-2005)
Revised May 23, 2008 (MO -2008)
Next Scheduled Review: May 23, 2010



Policy Statement

Official actions taken by the Board of Regents (board) of The Texas A&M University System (system) and each system member (including the System Offices) and the member's respective administrators, employees, and agents are governed by applicable federal and state laws, board bylaws, system policies, system regulations and system member rules and procedures.

Reason for Policy

This policy reinforces the board's commitment to comply with its bylaws, all applicable federal and state laws and system policies, and for system members to comply with applicable federal and state laws, system policies and regulations and system member rules and procedures.

Procedures and Responsibilities

The official actions of the board, each system member and the member's respective administrators, employees, and agents are governed by the following:

1. FEDERAL AND STATE LAW

All policies of the system are subject to all relevant laws, rules, and regulations of the federal government and the government of the State of Texas. It is the policy of the board to comply with federal and state laws, rules, and regulations at all times. Any policy, regulation, 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.

2. BOARD BYLAWS

Board bylaws govern the organization and conduct of board activities. The board requires its members to comply with all board bylaws at all times.

3. SYSTEM POLICIES

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, insure accountability and define reporting requirements. System policies should be concise, understandable and contain minimal detail.

- 3.1 The board shall formulate, update, adopt and publish official policies to establish direction for the system. The chancellor is responsible for implementation of the policies adopted by the board. The board requires its members, system members and the member's respective administrators, employees, agents, and students to comply with all system policies at all times. Noncompliance with system policies may be considered grounds for disciplinary action, up to and including termination of employees or expulsion of students.
- 3.2 The chancellor is responsible for periodic review and recommendations to the board on the adoption of new policies and/or revision of current policies, and each policy must be reviewed at least every two years. All policies are subject to review at any time on special call by any member of the board or on the recommendation of the chancellor. The executive secretary to the board shall be responsible for maintaining an updated copy of system policies.

4. SYSTEM REGULATIONS

- 4.1 The chancellor shall establish system regulations. System regulations shall include specific directives, procedures, and reporting requirements needed to implement system policies and shall include interpretations where issues are not covered or are unclear in system policies. System regulations may also be used to communicate uniform procedures and reporting requirements established by the chancellor on matters of overall system concern that are not specifically addressed in system policies; and to provide for uniform compliance with fiscal, academic, research, human resources, and other management standards and requirements imposed from federal or state law or external administrative agency rule. System regulations are null and void to the extent they conflict with system policies.
- 4.2 System policies, as approved by the board, along with system regulations, as established by the chancellor, shall be the basis for all system member rules.

5. SYSTEM MEMBER RULES AND PROCEDURES

- 5.1 The system member chief executive officers (CEOs) shall establish system member rules which shall be used as governance documents for the system member consisting of:
 - (1) reporting requirements related to compliance with system policies and system regulations;
 - (2) matters unique to the system member that are not specifically addressed in system policies and system regulations;

- (3) delegations of authority;
- (4) definitions of system member administrative structures needed to govern the system member and
- (5) matters unique to the system member addressing uniform compliance with fiscal, academic, research, human resources, and other management standards and requirements imposed from federal or state law or external administrative agency rule.

Member rules are null and void to the extent they conflict with system policies or system regulations. Drafts of system member rules, and amendments thereto, shall be furnished to and reviewed by the Office of General Counsel and the chancellor, who shall be responsible for ensuring legal sufficiency and consistency with system policies and system regulations.

- 5.2 The CEOs may issue memoranda giving direction to divisions and departments on matters related to their internal operations. Such directives shall make appropriate reference and be in compliance with published system policies and system regulations.
- 5.3 System members may distribute printed handbooks, bulletins, or other written materials to provide information to faculty, employees, students, or other constituent groups. Such materials shall, however, include a disclaimer which establishes the preeminent authority of system policies, system regulations and member rules.
- 5.4 System member procedures shall be used to implement system policies, regulations and member rules at the system member level. System member procedures are null and void to the extent they conflict with system policies, system regulations, or system member rules.

6. SYSTEM POLICY, REGULATION AND MEMBER RULE LIBRARY

- 6.1 The System Policy, Regulation and Member Rule Library, comprised of all system policies, system regulations and system member rules will be published, updated regularly and maintained on the system policy website. Each policy, regulation and rule shall bear the date of its most recent revision. System members are responsible for any desired reproduction and internal distribution of copies.
- 6.2 It shall be the responsibility of each system member CEO to provide current rules, and amendments thereto, to the Office of the Chancellor for inclusion in the electronic library.
- 6.3 It is the responsibility of the chancellor and each CEO to ensure that:

- (1) copies of system policies, system regulations, and member rules and all updates to such items are made available to all employees in positions of authority;
 - (2) all such employees have training in the application of such policies, regulations and rules; and
 - (3) all employees are trained in policies, regulations, rules and procedures pertinent to their responsibilities.
- 6.4 Each member of the board will be provided a copy of the system policies, system regulations, and system member rules.
-

Related Statutes, Policies, or Requirements

System Policy, Regulation and Member Rule Library
<http://tamus.edu/offices/policy/policies/index.html>

Definitions

Throughout the system policies, system regulations, and system member rules, the following definitions shall apply:

- Board: The Board of Regents of The Texas A&M University System.
 - System: The Texas A&M University System, including its Board of Regents, System Offices, universities, agencies and the health science center.
 - System Offices: The administrative offices of The Texas A&M University System, including the chancellor, deputy chancellors, vice chancellors, functional administrative and service directors and related staff.
 - System Member(s): Any or all members of The Texas A&M University System, including universities, agencies, the health science center and the System Offices.
-

Contact Office

The System Office of Planning, Policy and Training
(979) 458-7007