

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

*Approved January 30, 1998*

*Supplements System Policy 01.01 and System Regulation 01.01.01*

1.      GENERAL

West Texas A&M University Rules will supplement material in the System Policies and Regulations Manual. 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 Chief Executive Officer at West Texas A&M University is responsible for the approval of all University Rules.

2.      ASSIGNMENT OF RESPONSIBILITIES FOR POLICIES AND REGULATIONS

2.1      The university compliance officer distributes *proposed* policies and regulations sent by TAMUS to the following employees for their review: president, vice presidents, academic deans, director of the library, director of physical plant, director of athletics, and director of personnel. These individuals are responsible for distributing policies and regulations to their employees for review. Any changes or comments received from employees are submitted to the university compliance officer who forwards them to the TAMUS Office of Policy Development.

2.2      The university compliance officer distributes *approved* policies and regulations to the following individuals: president, vice presidents, academic deans, director of the library, director of physical plant, director of athletics, and director of personnel. These individuals are responsible for distributing, communicating, and providing training if needed, of approved policies and regulations to employees in their areas.

3.      ASSIGNMENT OF RESPONSIBILITIES FOR RULES

3.1      Based on approved policies and regulations, the university compliance officer determines whether a rule is required to be developed by the university.

3.2      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.

3.3      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 CEO for approval.

3.4 After CEO approval, the rule is sent to The Texas A&M University System Office of Policy Implementation and Compliance for their review and approval.

3.5 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, director of the library, director of physical plant, director of athletics, and director of personnel. These individuals are responsible for distributing, communicating, and providing training if needed, of approved rules to employees in their areas.

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

4.1 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.

4.2 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.

\*\*\*\*\*

CONTACT FOR INTERPRETATION:     President s Office