



## 01.01.01.W1.99      **Development of Rules and Distribution of Policies, Regulations, and Rules**

Approved January 30, 1998

Revised July 21, 2025

Next Scheduled Review July 21, 2030

**Supplements System Policy 01.01 and System Regulation 01.01.01**

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### **Procedure Summary**

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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. WTAMU rules will supplement the 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 TAMUS Policies and Regulations. The President/Chief Executive Officer at WTAMU is responsible for the approval of all rules and procedures for the University.

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### **Procedure**

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#### **1. GENERAL**

- 1.1. The Vice President for Research and Compliance distributes proposed policies and regulations sent by TAMUS to the University's System Policy and Regulations Review and Implementation Team for review. The University's System Policy and Regulations Review and Implementation Team 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 Vice President for Research

and Compliance, who forwards them to the TAMUS Office of Policy Development.

- 1.2. The University's vice presidents, academic deans, and department heads are responsible for distributing, communicating, and providing training, if needed, on approved policies and regulations to employees in their areas.

## 2. ASSIGNMENT OF RESPONSIBILITIES FOR RULES

- 2.1. The President/CEO is responsible for making recommendations on the adoption of new rules and procedures for the University. Based on approved TAMUS policies and regulations, the University's Assistant Vice President for Risk Management, in coordination with the Vice President for Research and Compliance and the Chief of Staff and Assistant Vice President in the President's Office, 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 TAMUS Chancellor.
- 2.2. The development and revision of rules are assigned to the appropriate team member of the University's System Policy and Regulations Review and Implementation Team. The University's System Policy and Regulations Review and Implementation Team consists of the President/CEO, vice presidents, and University Compliance Officer. The University's System Policy and Regulations Review and 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 University's System Policy and Regulations Review and Implementation Team for their review. If changes are 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 review and approval.
- 2.5. The University Compliance Officer is responsible for the distribution of University Rules and Procedures 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 of approved rules to employees in their areas if needed.

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

WTAMU rules shall include specific directives and reporting requirements needed to

implement TAMUS policies.

- 3.1 The appropriate WTAMU administrator will interpret policies and regulations. The University Compliance Officer may occasionally call the TAMUS Compliance Officer for help in answering questions.
- 3.2 Each rule for the University 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 TAMUS policies and regulations and WTAMU rules and procedures may be considered grounds for disciplinary action up to and including termination of employees or expulsion of students.

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## **Related Statutes, Policies, or Requirements**

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[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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## **Revision History**

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Revised March 31, 2016

Revised July 21, 2020

Revised July 21, 2025

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## **Contact Office**

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Office of the President

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## **Approval Office**

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**Approval Signature**

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President/CEO

7.21.2025

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Date