01.01.99.C0.01 Review and Approval of University Rules and Procedures

Revised: October 6, 2025
Next Scheduled Review: December 2, 2029
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) establishes rules and procedures to supplement the Texas A&M University System (system) policies and regulations. These rules and procedures must be reviewed and approved in accordance with system policy *01.01, System Policies and Regulations, and Member Rules and Procedures*. This procedure outlines the review and approval process for TAMU-CC rules and procedures.

Procedure

1. SYSTEM GUIDELINES AND REQUIREMENTS

    1.1. Guidelines for the development of university rules are provided in system policy *01.01, System Policies and Regulations, and Member Rules and Procedures* and system regulation *01.01.01, Format for System Policies and Regulations, and Member Rules*.

    1.2. University rules are required by the system and must complete the campus review process including submission to the system for review in accordance with system policy *01.01, System Policies and Regulations, and Member Rules and Procedures*.

2. OVERSIGHT OF UNIVERSITY RULES AND PROCEDURES

    Responsibility for the development of university rules and procedures resides with the President. The President has delegated the responsibility for maintaining the compendium of the university's rules and procedures to the Vice President for Institutional Excellence. The Academic and Administrative Compliance Manager (AACM) is charged with ensuring the appropriate review and approval is completed for all university rules and procedures.

3. NEW RULES AND PROCEDURES

The system dictates what rules TAMU-CC must have in place, and it is the only entity that can require a new rule be created. University review bodies including President's Cabinet may propose new procedures. Proposed procedures are submitted to the AACM electronically for review, formatting, and campus review in accordance with section 4 of this procedure.

4. STANDARD CAMPUS REVIEW PROCESS

4.1. The AACM manages the regular review cycle for university rules and procedures. TAMU-CC reviews and updates its rules and procedures at least once every five (5) years to ensure compliance with federal and state laws, system policies and regulations, other university rules and procedures, and the university's mission and goals.

4.2. The standard campus review process for university rules and procedures is initiated when the associated system policy or regulation is revised and published or when it has been five (5) years since the last review, whichever occurs first.

4.3. The AACM will supply the responsible department listed in the rule/procedure with the most recent published document and the associated system policy/regulation. The department will return an annotated draft showing tracked revisions to the published document to the AACM.

4.4. The AACM will solicit feedback on the revised document from the appropriate university review bodies, as outlined in section 6 of this procedure.

4.5. All university rules and procedures must complete the campus review process within six (6) months of the publication of the related system policy/regulation or end of the 5-year review cycle. For procedures, extension requests for good cause may be submitted to the AACM.

5. EXCEPTIONS TO THE STANDARD CAMPUS REVIEW PROCESS

5.1. There may be instances when university rules and procedures need to undergo a campus review outside of the standard review cycle outlined in section 4 of this procedure. Exceptions may require a full or partial campus review depending on the content being revised to be determined by the AACM.

5.2. Exceptions that require a full campus review can be made for the following reasons:

(a) A change in related federal or state law that requires substantive changes to the content of the rule or procedure;

(b) A change in related system policies or regulations and/or university rules or procedures that requires substantive changes to the content of the rule or procedure;

(c) A significant change in the university's organization or its processes that requires substantive changes to the content of the rule or procedure; or

(d) Other reasons as determined by the AACM.

5.3. Certain exceptions may only require a partial campus review. The AACM will determine the appropriate modified review path for these exceptions. In these cases, feedback and suggested edits must be limited to the newly proposed revisions. Exceptions that require a partial campus review can be made for the following reasons:

(a) A clerical edit;

(b) A change in title of an individual, department, form, process, software, etc.; or

(c) A change to a small portion (typically less than 20%) of the rule or procedure, such as the addition/removal of a single step in a process (e.g., appeal process, training requirements, etc.).

5.4. Departments, units, and the university review bodies, as outlined in section 6 of this procedure, may request a review of a university rule or procedure outside of the normal review cycle by contacting the AACM. The AACM will review the request, inform the submitting body of the decision, and coordinate the review process if appropriate.

6. UNIVERSITY REVIEW BODIES FOR RULES AND PROCEDURES

6.1. New and revised rules and procedures will be reviewed by the appropriate university review bodies before the final campus review is conducted by President's Cabinet. University review bodies are included in the review process based on the content of the rule or procedure as determined by the AACM. Normally, each included body will review the document once in the process. In limited cases, a body may review edits made by subsequent bodies after its initial review for clarification of any newly proposed edits. The goal of the review process is to provide a comprehensive review of the document.

6.2. The primary bodies that review university rules and procedures include, but are not limited to, official university councils, committees, and other advisory bodies and university divisions. Additional departments or units may be asked

to review rules and procedures, as appropriate based on the content of the document.

6.3. The Faculty Advisory Council will be included in the campus review process for all rules and procedures that impact faculty (e.g., curriculum, academic affairs, faculty affairs).

7. APPROVAL BY THE PRESIDENT

President's Cabinet is the final on-campus reviewing body for all rules and procedures. The final approval of all university rules and procedures rests with the President.

8. SYSTEM REVIEW

All university rules must be reviewed by the Texas A&M University System Policy Office. University procedures are not required to be reviewed by the Texas A&M University System Policy Office; however, the university may submit procedures for a legal sufficiency review if deemed necessary (e.g., if the content may have legal implications). The AACM is responsible for formatting and submitting documents for system review.

9. ACADEMIC UNIT HANDBOOK COMPLIANCE

9.1. Academic unit handbooks must comply with university rules and procedures. Where discrepancies exist, the university rules and procedures prevail.

9.2. When university rules and procedures are revised and published, academic units must make any necessary revisions to their handbooks within six (6) months of the publication of the revised rule or procedure.

9.3. Handbook revisions necessary to implement university requirements do not require a vote by the academic unit's faculty.

10. ACCESS TO APPROVED RULES AND PROCEDURES

The AACM is responsible for publishing all approved university rules and procedures and ensuring that all university employees have access to these documents and the system policies and regulations via the university website. Area supervisors are responsible for ensuring that their employees have access to and are aware of university rules and procedures pertinent to their job duties.

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*

This procedure supersedes:

- *01.01.01.C1, Review and Approval of University Rules*

Contact Office

Contact for interpretation and clarification:	Academic and Administrative Compliance Manager 361.825.3461