

01.01 System Policies and Regulations, and Member Rules and Procedures

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 165-2008)
Revised July 23, 2010 (MO 155-2010)
Revised August 8, 2013 (MO 192-2013)
Next Scheduled Review: August 8, 2018



Policy Statement

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

Procedures and Responsibilities

The official actions of the board, each member and the member's respective administrators, employees, agents and students 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, ensure accountability and define reporting requirements. System policies should be concise and understandable and contain minimal detail.

- 3.1 The board shall formulate, update, adopt and publish policies to establish direction for the system. The chancellor is responsible for implementation of the policies adopted by the board.
- 3.2 The chancellor is responsible for the periodic review and recommendations to the board on the adoption of new policies and/or the revision of current policies. Each policy must be reviewed at least every five 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 chancellor or designee shall be responsible for maintaining an updated copy of system policies.

4. SYSTEM REGULATIONS

System regulations shall include specific directives 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 guidelines 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.

- 4.1 The chancellor shall establish system regulations. System regulations are null and void to the extent they conflict with system policies.
- 4.2 Each regulation must be reviewed at least every five years. All regulations are subject to review at any time on special call by the chancellor.

5. MEMBER RULES

Member rules supplement system policies and regulations and are established at the member level. Rules should be concise and understandable and contain minimal operational details.

- 5.1 The member chief executive officers (CEOs) shall establish member rules **under the following conditions**:
 - (a) when required by a policy or regulation;
 - (b) when directed by the board chair or chancellor; or
 - (c) for matters unique to the system member at the discretion of each member CEO.

- 5.2 Member-required rules shall be submitted to System Offices within six months of the related policy's or regulation's publication, or board chair's or chancellor's request.
- 5.3 Rules shall not duplicate policies or regulations, but rather provide the additional guidance specific to the member.
- 5.4 Drafts of new member rules, as well as revisions to existing member rules, shall be submitted to System Offices for review, which includes Office of General Counsel review for legal sufficiency and consistency with system policies and regulations, and final approval by the chancellor. Member rules are null and void to the extent they conflict with system policies or system regulations.

6. MEMBER PROCEDURES

Member procedures shall implement system policies, regulations and member rules at the member level.

- 6.1 Each member CEO shall establish procedures at his/her discretion for matters unique to the members.
- 6.2 Procedures shall not duplicate policies, regulations or rules, but rather provide operational details specific to the member.
- 6.3 Member procedures are null and void to the extent they conflict with system policies, system regulations or member rules.

7. COMPLIANCE WITH SYSTEM POLICIES, REGULATIONS, AND MEMBER RULES AND PROCEDURES

Each member and the member's respective administrators, employees, agents and students shall comply with all system policies, system regulations and applicable member rules and procedures at all times. Noncompliance with system policies, system regulations and applicable member rules and procedures may be considered grounds for disciplinary action up to and including termination of employees or expulsion of students.

8. SYSTEM POLICY, REGULATION AND MEMBER RULE LIBRARY

- 8.1 The System Policy, Regulation and Member Rule Library, composed of all system policies, system regulations and 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. Members are responsible for any desired reproduction and internal distribution of copies.
- 8.2 It is the responsibility of the chancellor and each CEO to ensure that:
 - (a) system policies, system regulations and member rules and procedures and all updates to such items are readily available to all employees; and
 - (b) all employees are trained in the application of the policies, regulations, rules and procedures that are pertinent to their responsibilities.

Related Statutes, Policies, or Requirements

[System Policy, Regulation and Member Rule Library](#)

[System Policy 01.01.01, Format for System Policies and Regulations, and Member Rules](#)

Definitions

Throughout the system policies, system regulations and member rules and procedures, 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, member universities and agencies.

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.

Member(s) – Any or all members of The Texas A&M University System, including universities, agencies and System Offices.

Member Rule Requirements

No rule is required to supplement this policy.

Contact Office

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