The Texas A&M University System
The Texas A&M Engineering Extension Service
Standard Administrative Procedure

SAP 01.01.01.N0.01 - Development and Publication of Agency Rules, Standard Administrative Procedures, and Forms

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Summary

This document provides the guidelines for development and publication of agency standard administrative procedures (SAPs), rules, and forms.

Definitions

Forms—These are standardized documents used by the agency to support consistent business operation documentation.

Policies—These are guidelines incorporating the Texas A&M University System (TAMUS) Board of Regent (BOR) philosophies that create administrative structures, set priorities, delegate authority, assign responsibility, ensure accountability and define reporting requirements. The TAMUS chancellor is responsible for implementation of the policies adopted by the BOR.

Regulations—Directed by TAMUS, regulations include specific directives, procedures, and reporting requirements needed to implement TAMUS policies.

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

Standard Administrative Procedure (SAP)—These are policies and procedures developed to support Texas A&M Engineering Extension Service (TEEX) operations.

Requirements

1. General

1.1 TEEX will develop agency rules as required to support TAMUS policies and regulations.

1.2 TEEX will develop and revise agency SAPs according to the following:

1.2.1 TAMUS policies and regulations

1.2.2 Federal or state government

1.2.3 The U.S. Department of Education (ED) accreditation

1.2.4 The assurance of proper operational functioning of TEEX

1.3 TEEX headquarters departments will develop forms to support agency operations as required.

1.4 The TEEX Ethics and Compliance Committee is responsible for the approval of TEEX SAPs.

1.5 The TEEX Risk and Compliance Manager is responsible for the following duties:

1.5.1 Coordinating any revisions of SAPs and rules

1.5.2 Communicating any revisions or developments of SAPs or rules to TEEX employees

1.5.3 Ensuring external communication (e.g., TEEX website) of SAPs and rules remain current

1.6 The TEEX Risk and Compliance Manager will communicate the revision or development of SAPs or rules to TEEX employees.

1.7 The TEEX Risk and Compliance Manager will ensure external communication (e.g., TEEX website) of SAPs and rules remains current.

1.8 All TEEX employees are held accountable for maintaining compliance with TEEX SAPs and rules.

2. Development and Revision of Rules

2.1 Development

The TEEX Ethics and Compliance Officer is responsible for ensuring that TEEX develops and publishes agency rules to support TAMUS policies and regulations.

When TAMUS publishes a new policy or regulation that requires TEEX to have a member rule, TEEX will have a supporting rule approved and published within the established TAMUS deadline.

TEEX rules shall not contradict TAMUS policies or regulations.

2.2 Revision

TEEX rules are to be reviewed and revised every 5 years at minimum or as needed.

2.3 Formatting

2.3.1 Template

All TEEX rules are to be formatted using the standardized template found on the TEEX employee portal by searching for TEEX rule template.

2.3.2 Numbering

TEEX rules will begin with "TEEX" and be numbered to reflect their relationship to TAMUS policies and regulations:

Example: TEEX 34.02.01.N1 Drug and Alcohol Abuse and Rehabilitation Programs

- The first six digits refer to the TAMUS regulation.
- The "N" is the TAMUS assigned identifier for TEEX.
- The final digit indicates that this is the first TEEX rule supplementing that TAMUS regulation.

When a TEEX rule relates to a specific TAMUS policy but not to a specific regulation, the numbering system will be slightly different:

Example: TEEX 34.01.99.N1 Sexual Harassment
- The first four digits refer to the TAMUS policy.
- The "99" as the fifth and sixth digits denotes the absence of a TAMUS regulation.
- The "N" is the TAMUS assigned identifier for TEEX.
- The final digit indicates that this is the first TEEX rule supplementing the TAMUS policy.

See [Table 1: General Subject Codes](#) for applicable codes.

3. Development and Revision of Standard Administrative Procedure (SAP)

3.1 Development
A new SAP is initiated within departments at headquarters to support TEEX operations. TEEX SAPs shall not contradict TAMUS policies or regulations, or other TEEX rules or SAPs.

3.2 Revision
TEEX SAPs are to be reviewed and revised a minimum of every 5 years or as needed.

3.3 Formatting

3.3.1 Template
All TEEX SAPs are to be formatted using the standardized template found on the TEEX employee portal by searching for TEEX SAP template.

3.3.2 Numbering

3.3.2.1 TEEX SAP supporting an agency rule and TAMUS regulation

TEEX SAPs will be numbered in a similar manner to TEEX rules by adding a number to the agency rule supported by the SAP.

Example: TEEX 31.01.01.N1.0-1 Compensation Administration

- The first six digits refer to the TAMUS regulation
- The N is the TAMUS assigned identifier for TEEX
- The digit following "N" should align with the TEEX rule
- The final digit indicates the sequential number of SAPs that supports the TEEX rule (this example shows this is the first SAP supporting that rule).

3.3.2.2 TEEX SAP supporting a TAMUS regulation, but does not have a TEEX rule

When there is no TEEX rule "N0" (N[zero]) will be used in the rule position as in the following examples:

Example: TEEX 32.01.02.N0.0-1 Complaint and Appeal Process

This second example shows that the SAP supplements TAMUS regulation 32.01.02, that there is not an associated TEEX rule, and that it is the first SAP supporting TAMUS regulation 32.01.02.

3.3.2.3   TEEX SAP not supporting a TAMUS regulation or TEEX rule

When there is a need for a SAP that does not relate to a specific TAMUS policy or regulation, or TEEX Rule, it takes the first two digits of the general subject area (see Table 1: General Subject Codes), uses "99" as the second two digits to denote the absence of a specific TAMUS policy, uses "99" as the third two digits to denote the absence of a specific TAMUS regulation, uses N0 (N[zero]) to designate the absence of a TEEX rule, and then adds the sequence number, as seen in the following example:

Example: TEEX 01.99.99.N0.0-1 General Governance

This example shows that there is a TEEX SAP in the general subject area of 01—Governance, but there is not a TAMUS policy or regulation or TEEX rule supported by the SAP.

See Table 1: General Subject Codes for applicable codes.

4. Development and Revision of Agency Forms

4.1 Development
New agency forms are initiated within departments at headquarters. Forms are developed to support consistent business operation documentation.

4.2 Revision
Forms are reviewed and revised as needed by the department that manage the operation. Forms should be kept current to maintain relevancy within business operations.

4.3 Formatting

4.3.1 Template
Forms do not have a standardized template. All forms will have the date of the current revision within the document. If the form supports an SAP or rule, the SAP or rule must be referenced within the form.

4.3.2 Numbering Forms
The numbering of the form will include an abbreviation of the department that manages the form, followed by a number with no spacing or hyphens. The number represents the sequence of form creation. TEEX forms should have a title that indicates the form purpose.
Example: HR1 Request for Payroll Change

Department codes for Forms are as follows:
- Human Resources: HR

- Financial Services: FS
- Strategic and Education Services: SES
- Marketing and Communication: MaC
- Network Information Services: NIS
- Environmental Health and Safety: EHS
- Contract Services: GC
- Directors Office: AD

5. Incorporation of Feedback from Employees/Participants

As part of the development or revision of an SAP or form, the managing department within headquarters should notify affected parties and seek their input and/or participation in the development or revision process. This could include a survey, meeting, or focus group.

All feedback should be documented and incorporated into the development and revision processes.

6. Approval of Documents

6.1 Rules

Once TEEX has developed or revised an agency rule to support a required TAMUS policy or regulation, the rule is routed from the TEEX Ethics and Compliance Officer to the TAMUS Office of General Counsel (OGC) for approval. The OGC requires a version of the revised rule with annotations and a version in its final format.

The approved rule is routed through the TEEX Ethics and Compliance Committee as an informational notification.

6.2 Standard Administrative Procedure (SAP)

Once a new or revised SAP is finalized by the agency department, it is routed to the TEEX Ethics and Compliance Committee for approval.

When an SAP is revised, a summary of the revision is to be supplied to the TEEX Ethics and Compliance Committee. The revisions can be communicated by means such as using the track changes function in Microsoft Word.

The TEEX Ethics and Compliance Committee will review the document, provide feedback, and may inquire to the SAP owner. Once all questions have been answered and feedback has been incorporated, the TEEX Ethics and Compliance Officer will notify the department owner that the SAP has been approved.

6.3 Forms

Agency forms are approved within the applicable agency department.

7. Implementation and Communication of Rules, SAPs, and Forms

7.1 Rules and SAPs

Once TEEX rules or SAPs have been approved, the final document is published by the TEEX Risk and Compliance Manager to:
- [TEEX website](#) (rules)
- Portal site for employees (rules and SAPs)

The TEEX Risk and Compliance Manager will email all supervisors informing them that a new or revised rule or SAP has been published, along with a summary of revisions, when applicable.

Headquarter departments must ensure any documents managed within their departments (e.g., TEEX Safety Manual) are updated to reflect any changes resulting from the SAP or rule revision.

Supervisors within each business unit are required to review the new rule/SAP with their staff, as applicable for their business unit.

Program training managers within the divisions will review the rule/SAP with participants, when applicable.

7.2 Forms

Forms that affect agency operations are published to the employee portal by the department that manages the form. New or revised forms will be communicated through an email from the agency department owner to all TEEX employees, informing them that the new or revised form has been published, along with a summary of revisions, when applicable.

Supervisors within each business unit are required to review the new form with their staff, as applicable.

8. Compliance

8.1 Rules and SAPs

TAMUS monitors that TEEX has developed and implemented rules in accordance with TAMUS policies.

SAPs must include a monitoring process to ensure systematic and effective implementation. This quality assurance measure ensures that those affected by the SAP understand how they will be held accountable. The TEEX Risk and Compliance Manager is responsible for ensuring that each SAP includes a monitoring process

8.2 Forms

Compliance with form usage is managed through the owner of the form. For example, if the owner is Strategic and Education Services (SES), then that department should have the proper oversight in ensuring the form is being used appropriately.

9. Decommissioning of Rules, SAPs, and Forms

9.1 Decommissioned Documents

Should a TEEX rule or SAP no longer be relevant, it should be identified as such and removed from publication by the TEEX Risk and Compliance Manager.

Decommissioned forms are removed from publication by the department owner.

The TEEX Risk and Compliance Manager will work with the responsible department to monitor documents that have been decommissioned to ensure removal from publication.

9.2 Communication of Decommissioned Documents

The TEEX Risk and Compliance Manager will notify TEEX supervisors of the decommissioning of an SAP or rule, while forms that are decommissioned are communicated through the department that manages the form. When applicable, the email communication should also include reasoning behind the removal of the document.

In all cases, supervisors within each business unit are required to ensure that his/her staff is aware of the removal of the document, as applicable.

9.3   Archiving of Documents
All decommissioned rules, SAPs, or forms are to be archived in compliance with the current TAMUS record retention requirements. The owner of the retired document is responsible for the proper archiving and removal of the document.

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
ACCET Reference: Standard II A, B
System Records Management

Appendix
Table 1: General Subject Codes

Office of Responsibility
TEEX Ethics and Compliance Office
(979) 458-6807

Table 1: General Subject Codes

Number	General Subject
01	Governance
02	Organization of System
03	Statements of Mission and Objectives
04-06	Not currently used
07	Ethics, Conflict of Interest
08	Civil Rights Protections and Compliance
09	Litigation and Administration
10	Internal Audit
11	Centers, Degrees, and Programs
12	Faculty
13	Students
14	Not currently used
15	Research Programs
16	Compliance—General
17	Intellectual Property
18	Athletics
19-20	Not currently used
21	General Finance
22	Asset Management
23	Debt Management
24	Risk Management
25	Expenditure of Funds
26	Tuition and Fees
27	Financial Planning and Budgeting
28	Auxiliary Enterprise, Privatization, etc.
29	Information Resources
30	Not currently used
31	Compensation and Benefits
32	Employee Relations
33	Employment, Standards of Conduct
34	Safety of Employees and Students
35-40	Not currently used
41	Real Property
51	Facilities Planning and Construction
60	Relationships with Financial Support Organizations
61	Information and Communications
99	Not related to a specific TAMUS policy or regulation