



The Texas A&M University System
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

Approved: April 28, 2008

Revised: April 24, 2019

Revised: March 31, 2021

Next Scheduled Review: April 24, 2024

Summary

This document provides the guidelines for development, approval and distribution of agency rules, standard administrative procedures (SAPs), 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 (A&M System) 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 A&M System , regulations include specific directives, procedures, and reporting requirements needed to implement A&M System policies.

Rules—Member rules supplement A&M System 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 A&M System policies and regulations, when directed by the Board of Regents chair or Chancellor, or for matters unique to TEEX.

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

- 1.2.1 A&M System 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 TEEEX
- 1.3 TEEEX headquarters departments will develop forms to support agency operations as required.
- 1.4 TEEEX Rules and SAPs will be maintained on the TEEEX website with a link to system policies and regulations, and employee portal. Forms will be maintained on the employee portal.

2. RESPONSIBILITIES

- 2.1 Each TEEEX Rule and SAP is assigned to a headquarter department that is responsible for initiating changes, drafting new items, interpreting for constituents, and maintaining consistency with system policies and regulations.
- 2.2 The TEEEX Risk and Compliance Manager is responsible for the following duties:
 - 2.2.1 Coordinating any revisions of Rules and SAPs with the responsible offices and the System policy office.
 - 2.2.2 Distributing any revised or new SAPs or rules to TEEEX employees.
 - 2.2.3 Ensuring external communication (e.g., TEEEX website) of Rules and procedures remain current.
- 2.3 All TEEEX employees, agents, participants and volunteers are responsible for complying with all system policies, system regulations and TEEEX rules and procedures at all times. Noncompliance with system policies, system regulations and TEEEX rules and procedures may be considered grounds for disciplinary action up to and including termination of employees or expulsion of participants.

3. Agency Rules

3.1 Development, Five-year Review and Revisions

The TEEEX Ethics and Compliance Officer is responsible for ensuring that TEEEX develops and publishes agency rules to support A&M System policies and regulations.

New rules or revisions to existing rules may originate with the TEEEX responsible office assigned responsibility for such rules or with a committee or other group formed to review such rules, or as directed by TAMUS.

The responsible office will share the proposed rule with stakeholders, as appropriate, for review and comment. When a rule is revised, an annotated version and a summary of the revisions should be provided. Following the review, the proposed rule will be provided to the Agency Director for approval.

Following agency approval, the Risk and Compliance Manager will submit the final draft of the proposed rule to the System Policy Office for review of legal sufficiency.

The Risk and Compliance Manager with the responsible office will review comments provided by the A&M System and modify the rule if necessary.

After final approval by the Chancellor, the Risk and Compliance Manager will distribute the new or revised TEEEX rule to all supervisors and will publish it on TEEEX.org and the employee portal.

3.2 Formatting

3.2.1 Template

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

3.2.2 Numbering

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

Example: TEEEX 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 TEEEX.
- The final digit indicates that this is the first TEEEX rule supplementing that TAMUS regulation.

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

Example: TEEEX 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 TEEEX.
- The final digit indicates that this is the first TEEEX rule supplementing the TAMUS policy.

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

4. Agency Standard Administrative Procedure (SAP)

4.1 Development, Revisions and Review

Development and Revisions

A new SAP or revisions may originate with the TEEEX responsible office to support TEEEX operations. TEEEX procedures shall not duplicate nor contradict System policies or regulations, or other agency rules or procedures.

The responsible office will share the proposed procedures with stakeholders, as appropriate, for review and comment. When a procedure is revised, an annotated version and a summary of the revisions should be provided.

For new and revised SAPs, the proposed procedure will be posted for agency-wide comments on TEEConnect for 10 business days. The responsible office will review agency input to inform the development of the procedure.

Following the review, the proposed procedure will be provided to the Deputy Director and Chief Operating Officer to obtain concurrence from their leadership team.

After final approval and signature by Deputy Director, the Risk and Compliance Manager will distribute the new or revised procedures to all supervisors and will maintain it on TEE.org and the employee portal.

Reviews

A new SAP will be reviewed after one year to assess implementation. The review period should be five year thereafter.

4.2 Formatting

4.2.1 Template

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

4.2.2 Numbering

4.2.2.1 TEE SAP supporting an agency rule and TAMUS regulation

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

Example: TEE 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 TEE
- The digit following “N” should align with the TEE rule
- The final digit indicates the sequential number of SAPs that supports the TEE rule (this example shows this is the first SAP supporting that rule).

4.2.2.2 TEE SAP supporting a TAMUS regulation, but does not have a TEE rule

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

Example: TEE 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 TEE rule, and that it is the first SAP supporting TAMUS regulation 32.01.02.

4.2.2.3 TEE SAP not supporting a TAMUS regulation or TEE rule

When there is a need for a SAP that does not relate to a specific TAMUS policy or regulation, or TEE 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 TEEEX rule, and then adds the sequence number, as seen in the following example:

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

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

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

5. Division Guidelines

5.1 Divisions may initiate guidelines that are unique to their division.

5.2 Guidelines may not duplicate or contradict existing laws, A&M System rules and regulations or TEEEX rules and procedures.

6. Agency Forms

6.1 Development

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

6.2 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.

6.3 Approval

Agency forms are approved within the applicable agency department.

6.4 Formatting

6.4.1 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.

6.4.2 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. TEEEX 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

7. Implementation and Distribution 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](#)
- Employee Portal (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

A&M System monitors that TEEX has developed and implemented rules in accordance with A&M System 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 SAP adherence will be monitored. 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 TEEEX rule or SAP no longer be relevant, it should be identified as such and decommissioned by the responsible office.

Decommissioned forms are removed from publication by the department owner.

The TEEEX 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 TEEEX Risk and Compliance Manager will notify TEEEX 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 Regulation, and Member Rules](#)

ACCET Reference: Standard II A, B

[TAMU Records Management](#)

Appendix

[Table 1: General Subject Codes](#)

Office of Responsibility

Strategic and Education Services (SES) - Ethics and Compliance
(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