



## **01.01.01. E0.01      Development, Approval, and Distribution of Agency Rules and Standard Administrative Procedures**

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Approved April 26, 2002  
Revised October 26, 2006  
Revised September 23, 2008  
Revised February 15, 2011  
Revised May 10, 2019  
Revised August 9, 2024  
Next Scheduled Review: August 9, 2029

Supplements System Policy 01.01, System Regulation 01.01.01

### **Standard Administrative Summary**

The Texas A&M Engineering Experiment Station (TEES) is responsible for the development, approval, and distribution of TEES Rules and Standard Administrative Procedures (SAP) as provided in System Policy 01.01, System Regulation 01.01.01, including this SAP.

This SAP includes responsibilities for distributing System Policies, Regulations, and TEES Rules and SAPs, and guidance for maintaining and developing TEES Rules and SAPs.

### **Procedures and Responsibilities**

#### **1. GENERAL**

The System Policies and Regulations and TEES Rules and SAPs will be distributed electronically to TEES department heads. TEES Rules and SAPs will be maintained on the TEES Ethics and Compliance Web Page, with a link to System Policies and Regulations.

#### **2. RESPONSIBILITIES**

2.1 The Agency Director has delegated overall responsibility for development, review, routing for approval, and distribution of TEES Rules and SAPs to the Director of Ethics and Compliance.



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- 2.2 Each TEES Rule and SAP is assigned to a TEES contact office that is responsible for initiating changes, drafting new items, interpreting for constituents, and maintaining consistency with System Policies and Regulations.
- 2.3 The Director of Ethics and Compliance is responsible for distributing copies of System Policies and Regulations and TEES Rules and SAPs, and for maintaining rules and SAPs on the TEES Ethics and Compliance Web Page.

### 3. PROCESS FOR NEW OR REVISED RULES

- 3.1 New rules or revisions to existing rules may originate with the TEES contact office assigned responsibility for such rules or with a committee or other group formed to review such rules or procedures.
- 3.2 Drafts of new or revised TEES Rules will be submitted to the Director of Ethics and Compliance, who will review the content for consistency with System Policies and Regulations and coordinate the review and approval process.
- 3.3 After the Director of Ethics and Compliance has a draft including all revisions, the proposed rule will be distributed to TEES department heads and others, as appropriate, for review and comment.
- 3.4 Following this review and comment period, the new/revised rule is sent to the Deputy Director for approval.
- 3.5 After approval by the Deputy Director, the Director of Ethics and Compliance will submit the final draft of the proposed rule to the System Policy Office for review by the Office of General Counsel for legal sufficiency.
- 3.5 The Director of Ethics and Compliance will review any comments provided by the System Policy Office and/or the Office of General Counsel and will modify the rule if necessary.
- 3.6 After review for legal sufficiency and resolution of any issues raised by the System Offices, the new/revised rule is sent to the System Offices for final approval.
- 3.7 After final approval, the Director of Ethics and Compliance will distribute the new or revised TEES rule to department heads and will maintain it on the TEES Ethics and Compliance Web Page.

### 4. PROCESS FOR NEW OR REVISED SAPS



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- 4.1 New or revised SAPs follow the process outlined above in sections 3.1 through 3.3.
  - 4.2 Following the review described in 3.3, the new/revised SAP is sent to the Deputy Director for final approval.
  - 4.3 After final approval, the Director of Ethics and Compliance will distribute the new or revised TEES SAP to department heads and will maintain it on the TEES Ethics and Compliance Web Page.
5. PROCESS TIMELINE & FORMAT
- 5.1 Member-required rules will be submitted to the System Offices within six months of the related policies or regulation's publication.
  - 5.2 TEES Ethics and Compliance will ensure that the correct format is used prior to publication on the TEES Ethics and Compliance Web Page.

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

[Policy 01.01, System Policies and Regulations, and Member Rules and Procedures](#)

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

### **Definitions**

Unless otherwise stated, all terms used in this SAP shall have the meaning assigned by System Policy 01.01.

### **Contact Office**

Office of Ethics and Compliance  
(979) 458-9017