

**THE TEXAS A&M UNIVERSITY SYSTEM
HEALTH SCIENCE CENTER RULES**

01.01.01.Z1 Development and Approval of Health Science Center Rules

Approved September 16, 1999

Revised February 21, 2000

Revised August 26, 2003

Revised March 19, 2008

Revised August 17, 2011

Supplements System Regulation 01.01.01 and System Policy 01.01

1. GENERAL

System Policy 01.01 and System Regulation 01.01.01 require The Texas A&M Health Science Center (HSC) to maintain a set of rules and internal procedures to supplement the System Policy and Regulation Manual. This responsibility has been delegated to the Compliance Officer for the HSC.

2. PROCEDURES

2.1 New Rules or changes to existing Rules may originate with any HSC Executive Committee member or standing committee (faculty or staff). Rules or changes may also originate from any office delegated responsibility for compliance with such rules.

2.1.1 All changes to Rules are to be submitted using the most current document which will be provided to the requestor by the HSC Compliance Officer.

2.1.2 All new Rules are to be developed using the approved Rules Template. The template is located on the HSC Rules and Policies web site.

2.2 Drafts of new or changed Rules are to be forwarded to the appropriate Executive Committee member for review. Recommendations are then forwarded to the HSC Compliance Officer for formatting and numbering, and to ensure compliance with existing laws, regulations, and policies. The formatted version of the Rule will then be returned to the Executive Committee member for recommendation to the Executive Committee.

2.3 The HSC Executive Committee shall make the final consideration with recommendation for approval or disapproval. The President has final approval authority except when approval is required by the Chancellor or Board of Regents.

2.4 The HSC Compliance Officer will forward the approved Rule to the System Office of Policy Implementation and Compliance to review for compliance with System Policies

and Regulations. The proposed Rule will then be circulated to the responsible SAGO administrative office and the Office of General Counsel for review and comment.

2.5 The HSC Compliance Officer will publish the Rules or revisions and provide HSC-wide distribution as appropriate.

OFFICE OF RESPONSIBILITY:

Vice President for Finance and Administration