

**THE TEXAS A&M UNIVERSITY SYSTEM
HEALTH SCIENCE CENTER INTERNAL POLICIES**

01.01.01.Z1.01 Development and Approval of Health Science Center Internal Policies

Approved February 21, 2000

Revised August 26, 2003

Revised March 19, 2008

Revised August 17, 2011

Supplements System Regulation 01.01.01 and HSC Rule 01.01.01.Z1

1. GENERAL

The Texas A&M Health Science Center (HSC) Internal Policies detail uniform operational procedures that apply institution-wide. HSC Internal Policies support and supplement System Policies, System Regulations, and HSC Rules.

2. APPROVAL AND DISTRIBUTION PROCESS

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

2.1.1 Changes to Internal Policies 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 Internal Policies are to be developed using the approved Internal Policy Template. The template is located on the HSC Rules and Policies Web Site.

2.2 Drafts of new or changed Internal Policies 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 law, regulations, policies, and rules.

When appropriate, the HSC Compliance Officer will forward the Internal Policy to the Office of General Counsel for review and comment. The formatted version of the Internal Policy will then be returned to the Executive Committee member for recommendation to the Executive Committee.

2.3 The 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 publish the new Internal Policies or revisions and provide HSC-wide distribution as appropriate.

OFFICE OF RESPONSIBILITY

Vice President for Finance and Administration