

**ADMINISTRATIVE PROCEDURES**

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| **01.01 Development and Publication of Administrative Procedures** | **Revised: January 28, 2025** |

1. GOVERNING REGULATIONS

This procedure is governed by System Policy [01.01](http://policies.tamus.edu/01-01.pdf) *System Policies, Regulations, and Member Rules and Procedures*.

2. DEVELOPMENT

2.1 Administrative Procedures are written to document the key administrative processes necessary to support the requirements of System Policies and Regulations, agency Rules, and other needs of the agency.

2.2 Administrative Procedures are developed through the joint efforts of the Chief Administrative Officer and the responsible administrators. In addition to ensuring the Administrative Procedures are developed in a concise and standard format, the Policy and Review Coordinator helps ensure that they:

a. comply with governing statutes, policies, regulations, and rules.

b. provide proper internal controls.

c. provide an efficient and effective administrative process.

2.3 In developing the Administrative Procedures, proper references are made to governing System Policies and Regulations or agency Rules.

3. APPROVAL

Administrative Procedures are approved by the responsible administrator(s). Additionally, the Chief Administrative Officer obtains appropriate reviews and approvals from the Director and executive leaders on matters affecting agency policy or significant changes to agency procedures.

4. PUBLICATION

The Chief Administrative Officer disseminates approved Administrative Procedures to personnel through the agency e-mail accounts. An electronic version of the Administrative Procedures Manual is maintained on the agency web site.

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