Risk & Compliance Office
Texas A&M AgriLife Administrative Services

process for development and distribution of rules and procedures

Office of Responsibility

1. drafts rule or procedure and submits to AgriLife Compliance Office

2. reviews, formats, and edits as necessary

3. returns to AgriLife Compliance Office

4. sends to appropriate Director for signature

5. returns to AgriLife Compliance Office

above: draft and review phase

6a. submits to System Policy Office; System Policy Office returns to AgriLife Compliance Office; prepares Web-ready copy and posts to the Web site; coordinates notification new/revised rule/procedure

6b. prepares Web-ready copy and posts to the Web site; coordinates notification new/revised procedure

AgriLife Compliance Office

Rule

Procedure