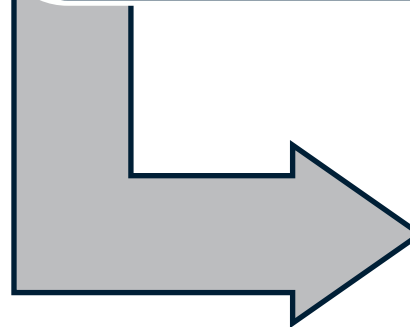


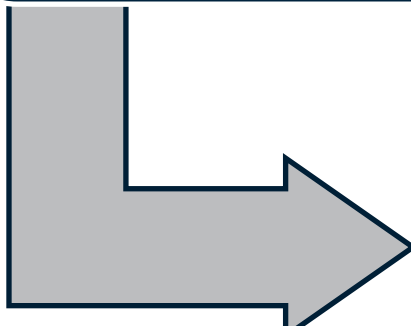
→

Why do we have rules, procedures, and guidelines (RPGs)?

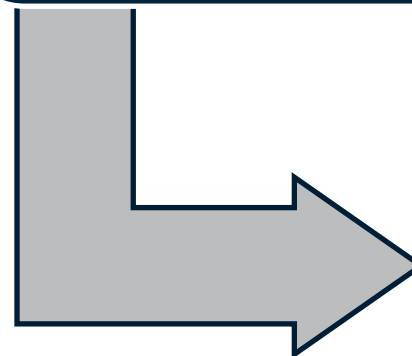
Federal and State Laws,
Rules, Regulations



System Policies
(System Policy Office)



System Regulations
(System Policy Office)



Research, Extension, TVMDL
Rules and Procedures
AgriLife Ethics and Compliance



COALS
Guidelines
AgriLife Ethics and Compliance

COALS rules and procedures fall under Texas A&M University and are processed by the University's Risk, Ethics and Compliance Office.

Rules, Procedures, and Guidelines (RPG) Process



Rules, Procedures Guidelines (RPG) Process*



Step 1

To initiate a new or revise an existing RPG:

Contact Ethics and Compliance Office

- Shannon Prescott
ph: 979.314.3648,
shannon.prescott@ag.tamu.edu
- Stephanie Payton
ph: 979.314.3442,
Stephanie.Payton@ag.tamu.edu

Step 2

E&C coordinates review or creation of RPG.

- Contacts Subject Matter Experts (SMEs) for RPG
- Sets up meetings to discuss RPG (as needed)
- Provides working documents or templates
- Tracks progress
- Reviews and produces final drafts

Step 3

E&C routes for agency approval.

Via DocuSign, E&C will route the document through:

- SME
- Document reviewers (example: associate director, executive associate dean, etc.)
- E&C directors
- Vic Seidel, Executive Associate Vice Chancellor and Chief Operating Officer
- Agency directors

Step 4

If the document is a RULE, the E&C will:

- Submit the rule to The Texas A&M System Policy Office (SPO) for review by the Office of the General Counsel (OGC).
- Coordinate any communications from the SPO/OGC.
- Track review of the rule
- Post rule as soon as it is approved. (See next column.)

Step 5

After the RPG is approved, the E&C will:

- Post the RPG to the AgriLife Rules & Procedures page at <https://agrilifeas.tamu.edu/rules-procedures/>
- Save approved RPG in Laserfiche
- File all correspondence and drafts in OneDrive
- Add new approved date to master list of all AgriLife* RPGs so that it can be reviewed at regular five-year intervals
- Notify AgriLife employees of RPG approval

***Does not include the Texas A&M Forest Service.**