

1. Title

Rule on *Rules and Regulations*

2. Rule and Regulation

Sec. 1 The Regents' *Rules and Regulations* are the official repository of policies and procedures established for The University of Texas System by the Board of Regents. The Regents' *Rules and Regulations* may be amended by a majority of all of the members of the Board at any regular meeting or at any special meeting called for that purpose.

Sec. 2 The Regents' *Rules and Regulations* are intended to be written such that they do not add administrative burden to compliance and that they provide the proper degree of autonomy to institutions of the U. T. System.

Sec. 3 Each Rule will include the following information:

1. Title
2. Rule and Regulation
3. Definitions
4. Relevant Federal and State Statutes
5. Relevant System Policies, Procedures, and Forms
6. Who Should Know
7. System Administration Office(s) Responsible for Rule
8. Dates Approved or Amended
9. Contact Information

Rules and regulations will be placed within one of the nine sections of the Regents' *Rules and Regulations*:

Series 10000: Board Governance

Series 20000: Administration

Series 30000: Personnel

Series 40000: Academic Issues

Series 50000: Student Issues

Series 60000: Development

Series 70000: Investments

Series 80000: Facilities

Series 90000: Research and Intellectual Property

Sec. 4 To ensure that the Regents' *Rules and Regulations* provide the proper degree of autonomy to the U. T. System or any of its institutions, the following guidelines should be considered when drafting or amending the rules:

- 4.1 The rule should help ensure compliance with applicable laws and regulations, promote operational efficiencies, enhance the mission, or reduce institutional risks of the U. T. System or any of its institutions.
- 4.2 The rule should establish a governing principle that has System-wide application.
- 4.3 The rule should communicate an important governing principle rather than specifying operational detail.
- 4.4 The rule should avoid dictating policy or procedure that could be better determined by an institution.
- 4.5 The rule should avoid restating a law or regulation.

Sec. 5 Every employee has the right to propose changes in policies and procedures and to present arguments in support thereof.

- 5.1 Proposals should originate and follow routines as prescribed in the Regents' *Rules and Regulations* or in an institutional *Handbook of Operating Procedures*.
- 5.2 When a proposal has been approved or amended by the appropriate institutional officials, faculties, and the institution's president, it shall then go to the appropriate Executive Vice Chancellor and the Chancellor for recommendation to the Board if such action is required.
- 5.3 When a proposal has been approved, amended, or rejected by the appropriate institutional officials, faculties, or the institution's president, any employee or group of employees may present an appeal in opposition to the action of the majority or in opposition to the recommendation of the institutional official or the institution president, and this appeal, accompanied by reasons for and against the proposal, shall go through the prescribed administrative channels and shall be

presented through the appropriate Executive Vice Chancellor to the Chancellor and thence to the Board for final action. The deans and other institutional officials, the institution president, the appropriate Executive Vice Chancellor, the Chancellor, and the Board may invite both sides for personal conferences and discussions.

3. Definitions

None

4. Relevant Federal and State Statutes

None

5. Relevant System Policies, Procedures, and Forms

None

6. Who Should Know

Employees
Students

7. System Administration Office(s) Responsible for Rule

Office of the Board of Regents

8. Dates Approved or Amended

December 10, 2004

9. Contact Information

Questions or comments regarding this rule should be directed to:

- bor@utsystem.edu