

# 02.03.01.S1 RELLIS Standards, Procedures, and Delegations of Authority



Approved December 1, 2021  
Next Scheduled Review: December 1, 2026

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## Rule Summary

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System Regulation *02.03.01, RELLIS Campus*, establishes the governance of the RELLIS Campus of The Texas A&M University System (system). The regulation provides that RELLIS standards, procedures, and delegations of authority apply to all activities, grounds, buildings, facilities, and individuals on the RELLIS Campus. This rule establishes the process for the development, review, approval, maintenance, numbering, posting, and distribution of RELLIS standards, procedures, and delegations of authority.

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## Rule

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### 1. RELLIS STANDARDS

RELLIS standards supplement system policies, regulations, and System Offices rules, and are established at the RELLIS Administration level. Standards should be concise and understandable and contain minimal operational details. To understand their significance, standards should be read in conjunction with any related system policies, regulations, and System Offices rules.

- 1.1 The RELLIS director must establish RELLIS standards under the following conditions:  
(a) when required by a system policy, regulation, or System Offices rule; and (b) for matters unique to RELLIS Campus.
- 1.2 Standards must not duplicate system policies, regulations, or System Offices rules, but will provide additional guidance specific to the RELLIS Campus.
- 1.3 Drafts of new RELLIS standards, as well as revisions to existing standards, must be submitted for System Offices review, which includes Office of General Counsel (OGC) review for legal sufficiency and consistency with system policies, regulations, and System Offices rules, and final approval by the deputy chancellor and chief financial officer.
- 1.4 Standards must be reviewed by RELLIS Administration at least every five years, and standards proposed for revision or deletion must be reviewed and approved in accordance with Section 1.3.

### 2. RELLIS PROCEDURES

RELLIS procedures implement applicable system policies and regulations, System Offices rules, and RELLIS standards.

- 2.1 The RELLIS director will establish procedures at the director's discretion for matters unique to the RELLIS Campus.
- 2.2 Procedures must not duplicate system policies, regulations, system rules, or RELLIS standards, but rather provide operational details specific to the RELLIS Campus.
- 2.3 Drafts of new RELLIS procedures, as well as revisions to existing procedures, must be submitted for System Offices review, which includes OGC review for legal sufficiency and consistency with system policies, regulations, System Offices rules, and RELLIS standards, and final approval by the RELLIS director.
- 2.4 Procedures must be reviewed by RELLIS Administration at least every five years, and procedures proposed for revision or deletion must be reviewed and approved in accordance with Section 2.3.

### 3. RELLIS DELEGATIONS OF AUTHORITY

- 3.1 The RELLIS director will establish necessary RELLIS delegations of authority.
- 3.2 Delegations of authority will be consistent with system policies, regulations, System Offices rules, and RELLIS standards and procedures.
- 3.3 Drafts of new RELLIS delegations of authority, as well as revisions to existing delegations, must be submitted to the deputy chancellor and chief financial officer for review and approval. New or revised RELLIS delegations of authority may be submitted for OGC review.

### 4. RELLIS STANDARDS, PROCEDURES, AND DELEGATIONS OF AUTHORITY LIBRARY

- 4.1 RELLIS Administration must:
  - (a) establish and implement a standardized numbering system for RELLIS standards, procedures, and delegations of authority;
  - (b) ensure that each RELLIS standard, procedure, and delegation of authority bears the date of its approval and revision(s); and
  - (c) publish, update regularly, and maintain on the RELLIS Campus website a library of current RELLIS standards, procedures, and delegations of authority.
- 4.2 Upon final approval in accordance with this rule, new and revised RELLIS standards, procedures, and delegations of authority must be published under Section 4.1(c) and notification sent through campus-wide electronic distribution.

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## **Related Statutes, Policies, or Requirements**

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[System Policy 01.01, System Policies and Regulations, and Member Rules and Procedures](#)

[System Regulation 02.03.01, RELLIS Campus](#)

[RELLIS Campus Standards, Procedures, and Delegations of Authority Library](#)

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## **Contact Office**

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