

# The Texas A&M University System Regulation Development and Maintenance Guidance

## Proposal Phase

Step 1 – Need identified.  
A) New  
B) On-going maintenance  
C) Required 2-year review

Step 2 – Submit online Regulation Questionnaire (see Step 1-A or B) **OR** Two Year Certification Review (see Step 1-C).  
- See Online Forms -

Step 3 – Policy Office & Chief of Staff (CoS) review the Questionnaire or Certification request.

Step 4 – Submitter, Subject Matter Expert (SME), Policy Office, OGC & CoS discuss further, if necessary.

Step 5 – CoS briefs Chancellor on proposed regulation and Chancellor approves move to Step 6 or disapproves.

## Draft & Review Phase

Step 6 – SME drafts full regulation using the Regulation Template & Instructions  
- See Online Form -

Step 7 – SME submits draft to Policy Office & System Member Compliance Officers.

Step 8 – Policy Office & System Member Compliance Officers review and provide feedback to SME.

Step 9 – SME revises the draft regulation, if necessary, & submits it to the Policy Office as a final (with Regulation Submission Log attached).

Step 10 – Policy Office sets targeted timelines for final approval completions to be tracked.

## Approval Phase

Step 11 – Policy Office routes regulation to OGC.

Step 12 – OGC reviews & approves the final regulation for legal sufficiency.

Step 13 – Policy Office routes final regulation for all required signatures, including that of the Chancellor.

Step 14 – Approvals are provided to the Policy Office.

Step 15 – The Policy Office communicates the new/revised regulation systemwide and posts to the web.