

# 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, or as needed.
- Step 2 – On-line Regulation Questionnaire submitted.  
**-New Form-**
- Step 3 – Policy Office & Chief of Staff review the request & Questionnaire.
- Step 4 – Submitter, Subject Matter Expert (SME), Policy Office & Chief of Staff meet, if needed, to discuss further explanations. The regulation need and/or revision is approved or disapproved.
- Step 5 – Chief of Staff briefs the Chancellor on all regulations that have been proposed and approved to drafting stage.

## Draft & Review Phase

- Step 6 – SME drafts full regulation using the Regulation Template & Instructions  
**-New 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 makes revisions to the draft regulation & submits to Policy Office as a final.
- 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, for approval.
- Step 14 – Approvals are provided to the Policy Office.
- Step 15 – The Policy Office communicates the new/revised regulation System-Wide and posts to the web.