

# 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.