

# 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).

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. If approved, continue to step 6.

## 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 for alignment & review.

Step 8 – Policy Office submits to OGC for legal sufficiency review.

Step 9 – Subsequent to OGC review, Policy Office submits to System Member Policy Compliance Officers for review.

Step 10 – SME revises the draft regulation, if necessary, and submits it to the Policy Office as a final (with [Regulation Submission Log](#) attached).

## Approval Phase

Step 11 – Policy Office sets targeted timelines for final approval completions to be tracked.

Step 12 – OGC reviews & approves the final regulation.

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.