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

Proposal Phase

- Step 1 Need identified.
 - A) New
 - B) Revision or Deletion
 - C) Required 5-year review
- Step 2 Submit online Regulation

 Questionnaire (see Step 1A or B) **OR** 5-Year

 Certification Review (see
 Step 1-C).
- Step 3 Policy Office reviews the Questionnaire or Certification request.
- Step 4 Submitter, Subject Matter Expert (SME), Policy Office, and/or OGC discuss further, if necessary.

Draft & Review Phase

- Step 5 Policy Office reviews the submitted document and discusses any comments/ queries with the SME.
- Step 6 Policy Office submits to OGC for legal sufficiency review.
- Step 7 Policy Office returns to SME, if necessary, with OGC comments/queries.
- Step 8 Subsequent to OGC review, Policy Office submits to System Member Policy Compliance Officers for review.
- Step 9 SME revises the regulation, if necessary, with feedback from members, and submits it to the Policy Office as a final.

Approval Phase

- Step 10 Policy Office sets targeted timelines for final approval completions to be tracked.
- Step 11 OGC reviews & approves the final regulation.
- Step 12 Policy Office routes final regulation for required signatures of the General Counsel and Chancellor.
- Step 13 Approvals are provided to the Policy Office.
- Step 14 The Policy Office communicates the new/revised regulation systemwide and posts to the web.