

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 5-year review

Step 2 – Submit online Regulation [Questionnaire](#) (see Step 1-A or B) **OR** 5-Year [Certification](#) Review (see Step 1-C).

Step 3 – If New (Step 1-A), Submitter drafts full regulation using the Regulation template & Instructions.
- [See Online Form](#) -

Step 4 – Policy Office reviews the Questionnaire or Certification request.

Step 5 – Submitter, Subject Matter Expert (SME), Policy Office, & OGC discuss further, if necessary.

Draft & Review Phase

Step 6 – Policy Office reviews draft for content, formatting, etc.

Step 7 – Policy Office submits to OGC for legal sufficiency review.

Step 8 – Subsequent to OGC review and approval, Policy Office submits to System Member Policy Compliance Officers for review.

Step 9 – SME revises the draft, if necessary based on System Member feedback, 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 all required signatures, including that of the Chancellor.

Step 13 – Approvals are provided to the Policy Office.

Step 14 – The Policy Office communicates the new/revise regulation systemwide and posts to the web.