

The Texas A&M University-Commerce
Rules and Procedures Development and Maintenance Guidance

Proposal Phase

Step 1 – Identify Need

- A) New
- B) On-going maintenance
- C) Required per Five-Year Review Cycle

Step 2 – Submit Required Form or Report

Submit Rule/Procedure Development Form (Step 1A or 1B) to the Compliance Office.

Submit Compliance Determination Report (Step 1C) to the Compliance Office.

Step 3 – Form or Report Review

Compliance Officer (CO), Chief of Staff (CoS) and Contact Office reviews Rule/Procedure Development Form or Determination Report for determination of rule or procedure relevance.

Draft, Review & Routing Phase

Step 4 – Draft Requirements

Contact Office drafts rule or procedure using template and instructions.

Step 5 – Review & Routing Requirements

1. Contact Office routes draft rule or procedure via administrative channel to respective Vice President for review and comment.
2. Contact Office submits draft with supporting documentation to Compliance Office for alignment and review.
3. Compliance Office submits to System Policy Office for legal sufficiency review, if necessary.
4. Compliance Office submits rule or procedure back to Contact Office for revisions.
5. Contact Office revises the draft rule or procedure and submits final revision to Compliance Office .

Approval Phase

Step 6 – Presidents Advisory Council (PAC) Approval

Compliance Office submits final rule or procedure for PAC approval.

PAC approved procedures will be distributed university wide via list-serve – **Step 8**.

PAC approved **rules** will be routed to the System Policy Office as required – **Step 7**.

Step 7 – System Policy Office Approval

Compliance Office submits final rule to the System Policy Office for review.

System Policy Office routes final rule for all required signatures including that of the Chancellor.

Chancellor signed rules are routed to the Compliance Office by the System Policy Office.

Step 8 – University Wide Distribution

Compliance Office communicates the new or revised rule or procedure via university list-serve and post on policies website.