Routing new or revised rules

1. Responsible office or ad hoc committee appointed by responsible office develops or revises rule
2. URC coordinates the rule review and routing process
3. Rule Team members review and forward draft to their University constituents for comments. Rule Team members will send feedback to URC for the responsible office to consider.*
4. Provost and VP review*
5. Responsible office will review comments and recommend submittal to System Policy Office, as appropriate
6. Provost or VP signs memo recommending rule be sent to System Policy Office
7. URC forwards the draft to System Policy Office for a review for legal sufficiency and consistency with policies and regulations by OGC/Chancellor
8. Legally sufficient (minor or no changes)
   - Yes
     - Responsible office confirms changes
     - Provost and VPs receive an informational copy
     - New rules are sent to President for approval
     - Revised rules are sent to Provost or VP for approval
     - URC posts to rules website and distributes to TAMU community
   - No
     - Responsible office confirms changes

* If substantive changes occur during the review process, the draft may be rerouted.
Routing rules with minor revisions*

(limited to: changes in statutory code references, titles, and office of responsibility)

Responsible office revises rule

URC coordinates the rule review and routing process

URC forwards an informational copy to the Rule Team (with opportunity to comment)

URC forwards the revisions to the Provost or VP with oversight of responsible office for approval

URC posts to rules website and distributes to TAMU community

*No System review required
Routing new or revised Standard Administrative Procedures (SAPs)*

1. Responsible office or ad hoc committee appointed by responsible office develops or revises SAP content

2. URC coordinates the SAP review and routing process

3. URC forwards an informational copy to the Rule Team (with opportunity to comment)

4. URC forwards the draft to the Provost or VP with oversight of responsible office for approval

5. URC posts to rules website and distributes to TAMU community

*No System review required
Routing new or revised draft System Policies and Regulations*

URC receives new or revised draft of System policy or regulation and reviews content for applicability and impact to the University

URC forwards the draft to the Rule Team, Provost and VPs for review and distribution

Recipients review and forward draft to their University constituents for comment

Comments are forwarded to URC

URC forwards University comments to the President’s Office

Upon notification by the President’s Office, URC forwards University responses to the System Policy Office

*Note: System Policies and Regulations typically have specific timelines for comments