

The Texas A&M University System Policy 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 Policy Questionnaire (see Step 1-A or B) **OR** Two Year Certification Review (see Step 1-C).
- See Online Forms -

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 policy and Chancellor approves move to Step 6 or disapproves.

Draft & Review Phase

Step 6 – SME drafts full policy using the Policy Template & Instructions
- See Online Form -

Step 7 – SME submits draft to Policy Office & System Member Compliance Officers.

Step 8 – Policy Office & System Member Compliance Officers review and provide feedback to SME.

Step 9 – SME revises the draft policy, if necessary, & submits it to the Policy Office as an agenda item (with Policy Submission Log attached)

Step 10 – Policy Office sets targeted timelines for final approval completions to be tracked.

Approval Phase

Step 11 – Policy Office routes policy to OGC.

Step 12 – OGC reviews & approves the final policy for legal sufficiency.

Step 13 – Policy Office routes final policy for all required signatures, including that of the CoS and Chancellor.

Step 14 – Approvals are provided to the Policy Office & the policy is submitted for Board approval.

Step 15 – Upon Board approval, the Policy Office communicates the new/revised policy systemwide and posts to the web.