

# The Texas A&M University System Policy Development Guidance

## Proposal Phase

Step 1 – Need identified.  
A) New  
B) On-going maintenance  
C) Required 2-year review,  
or as needed.

Step 2 – On-line Policy  
Questionnaire submitted.  
**-New Form-**

Step 3 – Policy Office & Chief of  
Staff review the  
request & Questionnaire.

Step 4 – Submitter, Subject Matter  
Expert (SME), Policy Office &  
Chief of Staff meet,  
if needed, to discuss further  
explanations. The policy  
need and/or revision is  
approved or disapproved.

Step 5 – Chief of Staff briefs  
the Chancellor on all  
policies that have been  
proposed and approved to  
drafting stage.

## Draft & Review Phase

Step 6 – SME drafts full policy  
using the Policy  
Template & Instructions  
**-New 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 makes revisions  
to the draft policy &  
submits to Policy Office as  
an agenda item.

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  
Chief of Staff and  
Chancellor, for approval.

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  
system-wide and  
posts to the web.