

# The Texas A&M University System

## Emerging Risk Identification for Policy and Regulations

### Identification Phase

Step 1 – Risk area identified  
A) Informal (anytime)  
B) Formal (semi-annual request)

Step 2 – Online [Policy Emerging Risk Identification Form](#) submitted

Step 3 – Policy Office gathers all inputs and submits emerging risk recommendations to Chief of Staff (CoS).

Step 4 – CoS reviews and discusses risk areas further, if necessary, with Submitter, System Offices Subject Matter Expert (SME) and/or Office of General Counsel (OGC).

Step 5 – CoS briefs Chancellor on all proposed emerging risk policies or regulations. If approved, continue to Step 6.

### Draft & Review Phase

Step 6 – System Offices SME drafts policy or regulation using the respective Template & Instructions  
[Policy Template](#)  
[Regulation Template](#)

Step 7 – System Offices SME submits 1<sup>st</sup> draft to Policy Office & System Member Policy Compliance officers.

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

Step 9 – System Offices SME makes revisions to the draft & submits to Policy Office.

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

### Approval Phase

Step 11 – Policy Office routes to OGC.

Step 12 – OGC reviews & approves for legal sufficiency.

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

Step 14 – Approvals are provided to the Policy Office.

Step 15 – If Policy, the Policy is then submitted for Board approval.