

# 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).
- 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. If approved, continue to step 6.

## 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 for alignment & review.
- Step 8 – Policy Office submits to OGC for legal sufficiency review.
- Step 9 – Subsequent to OGC review, Policy Office submits to System Member Policy Compliance Officers for review.
- Step 10 – SME revises the draft policy, if necessary, with feedback from reviews, and submits it to the Policy Office as an agenda item.

## Approval Phase

- Step 11 – Policy Office sets targeted timelines for final approval completions to be tracked.
- Step 12 – OGC reviews & approves the final policy.
- 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.