

The Texas A&M University System

Policy Development and Maintenance Guidance

Proposal Phase

- Step 1 – Need identified.
A) New
B) Revision or Deletion
C) Required 5-year review
- Step 2 – Submit online Policy [Questionnaire](#) (see Step 1-A or B) **OR** 5-Year [Certification](#) Review (see Step 1-C).
- Step 3 – Policy Office reviews the Questionnaire or Certification request.
- Step 4 – Submitter/Subject Matter Expert (SME), Policy Office and/or OGC discuss further, if necessary.

Draft & Review Phase

- Step 5 – Policy Office reviews the submitted document and discusses any comments/queries with the SME.
- Step 6 – Policy Office submits to OGC for legal sufficiency review.
- Step 7 – Policy Office returns to SME, if necessary, with OGC comments/queries.
- Step 8 – Subsequent to OGC review, Policy Office submits to System Member Policy Compliance Officers for review.
- Step 9 – SME revises the policy, if necessary, with feedback from reviews, and submits it to the Policy Office as an agenda item.

Approval Phase

- Step 10 – Policy Office sets targeted timelines for final approval completions to be tracked.
- Step 11 – OGC reviews & approves the final policy.
- Step 12 – Policy Office routes final policy for all required signatures, including that of the General Counsel, CFO, and Chancellor.
- Step 13 – Approvals are provided to the Policy Office and the policy is submitted for Board approval.
- Step 14 – Upon Board approval, the Policy Office communicates the new/revised policy systemwide and posts to the web.