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 1st 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.