Texas A&M University System
System Member Compact Guidelines

PURPOSE:
The Texas A&M University System is committed to dedicating the time, resources, and emphasis necessary to develop, implement, and sustain a System Strategic Planning Process. An integral part of that process is the development and implementation of System Member Compacts. A Compact is a written contract between a System Member, as represented by its respective Chief Executive Officer (CEO) and the Chancellor. The Chancellor will use the System Member’s Compact as a tool in writing that CEO’s Evaluation.

A Compact establishes a limited number of key priorities (three to five) that compliment and support the System Member’s Strategic Plan. It sets objectives that serve as a roadmap to the accomplishment of those priorities. A Compact develops strategies for reaching those objectives and it lays out performance measures for tracking progress over time. Please see attachment one.

A Compact aligns with and supports the System Member’s Strategic Plan. It does not replace it. A Compact must be in sync with the System Member’s budget projections. It covers a twenty-four month period of time. It is critical that the System Member clearly delineates what performance measures will be met in each twelve month period of the twenty-four month Compact. Progress Reports will be submitted, at a minimum, semi-annually.

A Compact serves as a management and communications tool for the System Member. Compacts should be strong on specificity, measurable results, consensus, realism, and be time/cost bound. The concept of Compacts is neither new nor unique. Compacts have been used for some time by other flagships of higher education. These peer systems serve as benchmarks for our own Compact development.

COMPACT GUIDELINES:
Please use the electronic Compact Template provided and complete the following sections:

1. **Mission, Vision, and CEO Statement** (please limit to two pages or less)
The mission is a succinct statement of your organization’s unique reason for existence. The mission statement defines who you are, what you do, why you are doing it, and captures your values and beliefs. The mission is linked to the vision by a strategic plan.

A vision is a guiding image of what success looks like. It should be succinct, realistic, credible, well articulated, and easily understood by both internal and external stakeholders. It should orient people’s energies, and serve as a guide to action. Because we will never be greater than the vision that guides us, it must stretch our expectations, performance, and aspirations. The vision and mission are linked to each other by a strategic plan. The vision and its strategic plan are not necessarily coterminous. In other words, it may take several iterations of a strategic plan to achieve the vision.
The CEO Statement is a narrative that explains how the System Member’s Compact and Strategic Plan fit together. The CEO Statement explains why these priorities were selected as the most important and how they support accomplishment of the System Member’s Strategic Plan.

2. **Priorities:** (please limit to three to five key priorities). Priorities are overarching statements that require synchronization of effort and will normally involve more than one of a System Member’s functional areas. Priorities are broad statements of intent about what the System Member will accomplish. Although a System Member may have many priorities, the Compact is concerned with only those that are deemed most critical. Each priority has one to three objectives.

3. **Objectives:** (please limit to one page per objective, and a maximum of three objectives per priority). An objective states the specific outcome that you expect to accomplish in support of a priority. An objective must be measurable. Each priority will have one to three objectives. Each objective will have one or more performance measures. Additionally, each objective will have one or more strategies to ensure its accomplishment.

4. **Strategies:** A strategy is a detailed explanation of a specific step taken to accomplish an objective. It explains how results will be achieved. Each objective will have one or more strategies.

5. **Performance Measures:** A performance measure is a management tool that tracks progress and results achieved. It is critical that the System Member clearly delineates what performance measures will be met in each twelve month period of the twenty-four month Compact. Performance measures are only as useful as the System Member’s commitment to hold itself and its functional areas to established expectations. They describe what is to be measured and the method of measurement. Each objective will have one or more performance measures. If applicable, please include up to five yrs of historical trends for each performance measure.

6. **Budget Impact and/or Resources Required:** This section of the Compact answers the following questions. How much will it cost to accomplish this priority? How will you internally fund this priority? What will you have to cut, reduce, or shift resources from in order to accomplish this priority? What impact will these actions have on your organization? If new funding is required, please state the funding source. If there is an impact on tuition, please state the impact.

7. **Challenges to Success:** This section of the Compact answers the following questions. What challenges must be overcome to accomplish this priority? What actions are you taking to eliminate these challenges?
8. **Collaboration/Support Needed (Internal and External to the A&M System):**

This section of the Compact answers the following questions. What other System Members, System Office Departments, or external entities will you collaborate with in accomplishing this priority? What additional support do you need from the System Office, another System Member, or external entities in order to accomplish this priority? Please specify internal or external collaboration and support needed.

A draft of the System Member Compact is due no later than September third to the System Strategic Planning Working Group (SPWG) Coordinators, Shawn Andersson and Lanny Smith. The final version of the System Member Compact should be submitted no later than November fifth to the System SPWG Coordinators. Please see attachment two for a detail timeline of the Compact process this year.

If you have any questions or need assistance with the Compact process, please contact the System SPWG Coordinators. Their contact information follows:

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Attachments:
1. Compact Wiring Diagram
2. Compact Timeline
Member Compacts Timeline

- **May’07**
  - Brief Executive Committee on proposed Compact Guidelines
  - Finalize Template & Guidelines
  - Discuss Compacts at CEO Meeting

- **June’07**
  - Members Write Compacts (next 90 days)

- **July’07**

- **Aug’07**
  - Draft Submitted to SPWG Coordinators

- **Sept’07**
  - Chancellor Reviews Drafts and Provides Feedback

- **Oct’07**
  - Members Adjust Compacts based on Feedback (next 30 days)

- **Nov’07**
  - Final Version of Compacts Submitted to SPWG Coordinators
  - Reviews between Chancellor and Member CEOs (Sign Compacts)

- **Dec’07**
  - Brief Board of Regents