



University Architect & Associate VP Policy & Procedure #11

TITLE: **PROCEDURE & FORMAT FOR INITIATING OR REVISING A POLICY & PROCEDURE**

OBJECTIVE & PURPOSE To ensure a consistent format and procedure when instituting a new Policy & Procedure or revising an existing Policy & Procedure.

RESPONSIBILITY **ACTION**

DIRECTOR

- ◆ Based on a sample Policy & Procedure received from the Associate Vice President's Administrative Assistant, prepare a rough draft of the proposed Policy & Procedure or revision.
- ◆ Forward draft Policy & Procedure to the Associate Vice President's Administrative Assistant by e-mail.

ADMINISTRATIVE ASSISTANCE

- ◆ Update draft according to the standard format.
- ◆ Print out final draft of the Policy & Procedure for review by both the Director and Associate Vice President.

DIRECTOR/ASSOCIATE VICE PRESIDENT

- ◆ Approve final draft of Policy & Procedure and notify Administrative Assistant of approval by e-mail.

ADMINISTRATIVE ASSISTANT

- ◆ Print final Policy & Procedure and obtain Director's signature
- ◆ Transmit to Associate Vice President

ASSOCIATE VICE PRESIDENT

- ◆ Review Policy & Procedure with University Architect and/or: sign and approve Policy & Procedure and transmit executed Policy & Procedure to Administrative Assistant for distribution
or
Return Policy & Procedure to Director with required revisions

ADMINISTRATIVE ASSISTANT

- ◆ Update Division Policy & Procedures Manual Index and forward a copy of the Index along with a copy of the executed Policy & Procedure to the University Architect, Associate Vice President, and each Director within the Division for inclusion in their Division Policy & Procedures Manual.
- ◆ Coordinate with Office of Space Utilization & Analysis (OSUA) to post new/revised Policy & Procedure on University Architect WebPage.

DIRECTORS

- ◆ Review new/revised Policy & Procedure with their department

Issued By: Capeletti	Date Issued: 4/01/01	Date Revised:	Effective Date: 4/01/01
APPROVED:	Vice President	Associate VP	N/A Director