



UNIVERSITY OF
WEST GEORGIA

Last Approved N/A
Effective N/A
Next Review N/A

Area Administration/
Governance
(Procedures)
Chief Or Office of
Responsible Legal Affairs
Office

Policy and Procedure Development

Authority for Procedure granted by [UWG Policy #1001, Institutional Policy and Procedure](#).

The University establishes a formal process to develop, circulate or distribute, and approve Policies and Procedures in a consistent format. Individuals developing, maintaining, or revising must follow the requirements outlined herein in order for the Policy or Procedure to become effective.

A. Policy vs. Procedure

Policies are written statements that translate the University’s mission, values and obligations into daily actions by making explicit to the University Community the behaviors for which its members will be held accountable.

Procedures are written statements of a specific process to operationalize Policy and are considered UWG Policy for purposes of enforcement.

The Chief Legal Officer and/or Responsible Party will determine which proposed policies/procedures are carried forward for further consideration.

B. Creating University Policy and Associated Procedures

Any individual or unit may identify the need for a Policy or Procedure and draft language for such. Policy/procedure drafters shall follow the respective approval process for academic and institution-wide Policy/Procedures as defined below:

Academic policies/procedures (*impact academic programs and facilitate the academic and professional life of the faculty*). The Faculty Senate and its committees have an established process for recommending policy published in the Faculty Handbook (See Faculty Handbook

Attachment, *Modifying the Faculty Senate Handbook* for a summary of the Policy development process).

Institution-wide policies/procedures (*generally govern outside of academic curriculum*). Drafts of Institutional policies must be submitted using the respective Policy and Procedure templates. *Information regarding format, level of detail, and language can be found in: Attachment, the Guide to Writing University Policy & Procedure.*

Throughout the Policy/Procedure creation, the drafter in collaboration with the appropriate [Responsible Party](#), must consult relevant Subject Matter Experts (SMEs) to obtain guidance and assess impacts across departments and the University Community.

Handbooks (Student, Employee, and Faculty)

University handbooks (Employee, Faculty, and Student) are housed in the official Policy Library to ensure visibility, consistency, and version control. Handbooks may supplement, but may not conflict with, approved Institutional Policies and Procedures.

Responsible Parties are accountable for ensuring that handbooks remain current and accurately reflect approved Policies and Procedures, including incorporating any policy revisions. Handbooks must be reviewed at least annually and updated as necessary. Responsible Parties must ensure that unit webpages, guidance materials, and other references link to the official version housed in the Policy Library and that any outdated, duplicate, or superseded versions are removed or clearly identified as no longer in effect.

C. Review and Approval Process

Draft Institution-wide Policy/Procedure are reviewed and approved through the following process:

- 1. Campus Review:** Drafts will be posted for a 14-day campus-wide review period to allow for comment. During this period, the University Community may submit suggested revisions to improve clarity, consistency, or compliance with applicable laws and regulations. *Note: Draft postings may occur at any time during the year.*
- 2. Review of Comments:** The Office of Legal Affairs (OLA), in collaboration with SMEs, as appropriate, will review submitted comments and integrate relevant revisions into the draft.
- 3. Approval Authority:**

Policy: The Responsible Party (i.e., Divisional Head) over the functional area has the final authority to approve or reject the Policy. If the Policy is rejected, the drafting party will be provided written feedback explaining the decision.

Procedure: Chief Functional Officers for the functional area has final authority to approve or reject associated Procedures. If rejected, the Procedure will be returned to the drafting party with an explanation.

4. Finalization and Publication: Upon approval, the OLA shall finalize and publish the Policy or Procedure in the official Policy Library to ensure version control. All approved Institutional Policies and Procedures shall be maintained in the official repository and made accessible through the University [Policy website](#)

OLA shall issue a quarterly electronic announcement to the University Community identifying new, revised, or interim Policies and Procedures. Newly approved and recently revised policies and procedures shall also be displayed on the Policy Library homepage.

The Responsible Party shall communicate approved and revised Policy/Procedure updates to senior leadership and throughout their respective divisions.

D. Policy and Procedure Approval Responsibilities

Each institutional Policy/Procedure must identify a Responsible Party. Prior to final approval and publication, the Responsible Party is accountable for reviewing the document to confirm accuracy, operational feasibility, and alignment with applicable laws, regulations, governing authority requirements, and institutional standards.

The Responsible Party must provide written approval or denial within 10 business days of receipt. If the Responsible Party is unavailable during this period (e.g., approved leave, extended vacation, vacancy in position, or other circumstance that prevents timely review or response) they may designate an appropriate representative to act on their behalf. If no response is received within this timeframe, the absence of a response will be deemed approval with no objection.

Upon approval, whether explicit or deemed, the OLA is authorized to proceed with final publication in the Policy Library and act as proxy for the Responsible Party for documentation and version control purposes.

E. Correction of Outdated or Noncompliant Content

If the OLA identifies outdated, duplicative, inaccurate content, broken links, or references that do not direct users to the official version of a Policy, Procedure, or handbook, OLA will notify the designated appropriate Web Editor or Responsible Party.

The Web Editor or Responsible Party must correct the identified issue or respond to OLA within 10 business days of notification. Failure to take corrective action or respond within this timeframe may result in OLA notifying University Communications and Marketing (UCM) to update, disable, or remove the affected content to prevent reliance on inaccurate or noncompliant information. Content removed or modified under this authority may remain unavailable until the Responsible Party achieves compliance.

F. Training

The Responsible Party is responsible for evaluating the operational and organizational impacts of new or revised Policies and Procedures and determining whether additional communication or training is required. When communication or training is needed, it will be developed and coordinated by the designated Chief Functional Officer and/or Responsible Office in consultation with appropriate stakeholders. Responsible Parties must also ensure unit-level webpages, guidance documents, and related resources are updated accordingly, and all references and links direct users to the official Policy library.

G. Periodic Review

Institutional Policies and Procedures maintained in the Policy Library must be reviewed at least once every three years to ensure continued relevance, accuracy, and compliance. More frequent or off-cycle reviews may be required in response to changes in laws, regulations, governing authority requirements, University operations, or the result of audit findings.

The designated Responsible Party is accountable for completing the required review and determining whether the Policy or Procedure remains current, requires revision, or should be rescinded or replaced. Upon initiation of a scheduled or off-cycle review, the Responsible Party must complete the review and respond within 60 calendar days.

If no action or response is received within the 60 days of review period, the Policy or Procedure will be deemed to require no revisions at that time. The review will be recorded as complete, and the review cycle will reset in accordance with the established review schedule.

H. Routine Revisions

Routine Revisions, including non-substantive updates such as changes to contact names, position titles, contact information, or formatting, do not require approval and take effect immediately upon being added to the Policy library. Proposed revisions may be submitted via email to policy@westga.edu.

I. Substantive Revisions

Institution-wide Substantive Policy and Procedure revisions must be submitted to OLA for review following the process outlined in this procedure (see Review and Approval Process section)

J. Interim University Policy/Procedure

Divisional Heads (i.e., Responsible Party) may exercise immediate policymaking authority to create, revise, or rescind policies/procedures as needed to meet regulatory or other requirements. Interim Policies/procedures take effect immediately upon written approval and posting to the University policy library. Interim policies/procedures remain in force for up to 12 months unless extended due to exceptional circumstances or replaced through the standard approval process.

K. Retirement

A Policy or Procedure may be retired under the following circumstances:

Changes in Legislation: Federal, state, or local laws have changed, necessitating retirement.

Operational Changes: University operations changes, making the policy/procedure obsolete.

Duplication or Overlap: Policy/procedure duplicates or overlaps with an existing one.

To request retirement of a Policy or Procedure, a written statement of intent should be emailed to policy@westga.edu.

Once a request is received, the OLA will review for potential effects of the removed Policy or Procedure on internal controls, etc., notify the respective Responsible Party, and retire the document from the Policy library.

It is the responsibility of the Responsible Party to:

- ensure retired policies and procedures are removed from University webpages and any related updates are communicated;
- inform all stakeholders of the retirement. If a new policy/procedure replaces the retired one, this communication should include an announcement of the replacement;
- update all relevant documentation and online resources.

L. Compliance and Conflicts

The Responsible Party supports institutional compliance by establishing standard business practices that facilitate the effective implementation of University policies and procedures. Ongoing communication and training regarding current requirements are essential to ensuring University Community understanding and compliance.

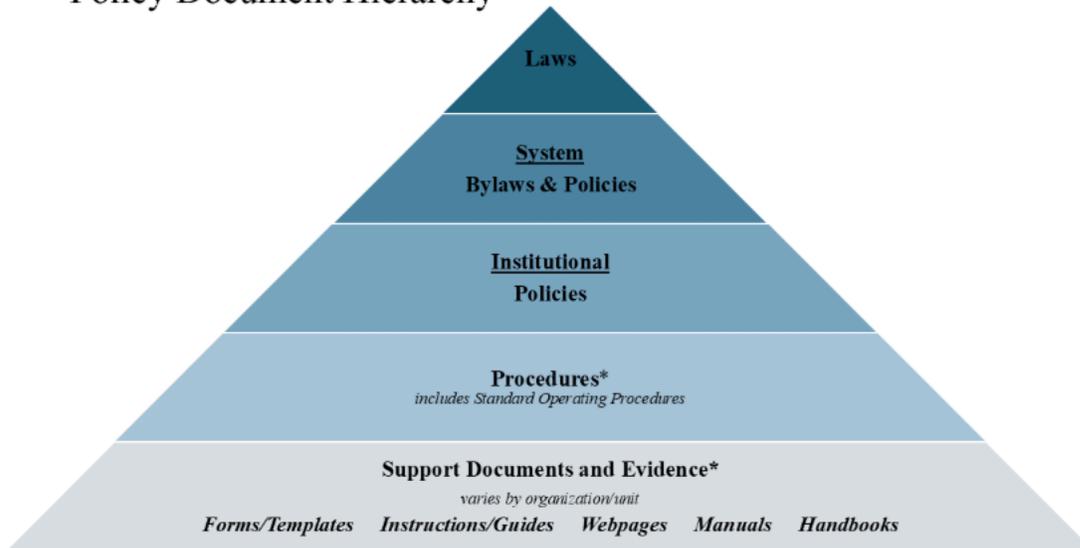
If a conflict arises, University Policies or Procedures take precedence over divisional, college, or unit-level guidelines. Colleges, departments, or units may not establish support documents that are inconsistent with University Policy or with Policy of the Board of Regents (BOR) of the University System of Georgia (USG).

Policy Hierarchy, Categorization, & Taxonomy

The University utilizes a Policy Document Hierarchy pyramid to demonstrate the relationship between university policies and related supporting documents such as manuals, guides, and handbooks.

All new University policies will be assigned a policy identifier as part of the overall university taxonomy, to ensure a clear understanding of the policy hierarchy and to easily identify related supporting resources.

Policy Document Hierarchy



Attestations and Tracking

Policies or Procedures may require individuals to formally acknowledge that they have read, understood, and agree to comply with the applicable requirements. When such acknowledgment is required, the Responsible Party is responsible for tracking attestations and collecting, maintaining, and reporting any associated compliance or impact metrics, as applicable.

M. Retention

Official University Policies and Procedures must be maintained according to the USG Records Retention Schedules. Drafts or withdrawn versions can be discarded after their useful life. Superseded or retired Policies and Procedures are archived and accessible through the Office of Legal Affairs.

Definitions

Interim Policy - Provisional Policy issued when a University Policy is needed within a time period too short to complete the process described herein.

Responsible Party – Positions (President, Vice President, and Chief Functional Officers) with ultimate or delegated authority over and/or responsibility for a given Policy or procedure. This individual may also act as a Subject Matter Expert.

Routine Revisions - Routine Revisions include items that do not affect the substance of the Policy, including but not limited to new contact names, position titles, and contact information, reference material, i.e. when USG adds a Policy or changes Policy numbers.

Subject Matter Experts (SME) - Individuals with a deep understanding of a particular job, process, department, function, technology, machine, or type of equipment.

Substantive - Matters of major or practical importance related to the institution, mission, compliance, or Policy and procedure execution.

University Community - (1) All persons enrolled at or employed by the University, including University students, faculty, staff, administrators, and employees, and (2) recognized University-affiliated entities, including University departments, foundations, and registered University student organizations.

Policy - Written statements that translate the University's mission, values and obligations into daily actions by making explicit to the University Community the behaviors for which its members will be held accountable. Policy documents identify Responsible Parties to operationalize any associated procedures.

Procedure - A defined course of proceeding often composed of detailed steps (using established forms or methods) to operationalize a particular Policy and considered UWG Policy for purposes of enforcement. Contains specific guidelines for activities and sets limits within which people are expected to operate.

Keywords

Policy Library, PolicyStat

Attachments

Policy Development Templates and Guide

[Policy/Procedure User Guide](#)

[Policy Template](#)

[Procedure Template](#)

[Policy/Procedure Development Flowchart](#)

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[Procedure Template](#)

Approval Signatures

Step Description

Approver

Date