



UNIVERSITY OF
WEST GEORGIA

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Next Review 01/2028

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

Policy and Procedure Development

Authority for Procedure granted by [UWG Policy #1002, Policy and Procedure](#)

A. Proposing and Developing a University Policy

1. Any individual or unit may identify the need for a Policy and draft language for the Policy.
2. The drafting individual or unit must use the Policy template provided by the Office of Legal Affairs and available on the Policy website.
3. Draft policies must be submitted to the Vice President for the area from which the proposed Policy has emerged by one of his/her direct reports. If the unit or department does not report directly or indirectly to a Vice President, drafts must be submitted directly to the President's designee, Chief Legal Officer. The President, Chief Legal Officer, or Vice President will determine which proposed policies are carried forward for further consideration.
4. The Office of Legal Affairs and, where applicable, Internal Audit will review the proposed Policy for redundancy, duplication, impact on other departments, and legal review. Recommendations from this review will be submitted as part of the draft Policy to the President, Chief Legal Officer, or Vice President(s).

B. Review and Approval Process for Policy

A draft Policy considered for implementation will be distributed as follows:

1. A draft Policy will be posted for 14 calendar days for campus review and comment. At this stage, changes may be suggested to enhance clarity, consistency, or compliance.
2. After receiving suggested comments, the Office of Legal Affairs, in collaboration with Subject Matter Experts (SME), as needed, shall aggregate and/or incorporate comments into the proposed Policy where appropriate.
3. Once the draft is in final form, the appropriate Vice President, with assistance from the Office of Legal Affairs or others as deemed appropriate, will present the Policy for consideration by

the President's Cabinet. The Cabinet shall make a recommendation to the President for approval or rejection of the Policy.

4. Following the Cabinet's recommendation, the President shall decide on approval or rejection of all University policies. No University Policy shall become effective until approved by the President. If the President vetoes a Policy, it shall be returned to the drafting individual or unit with an explanation of the rejection.
5. Once the President has approved the Policy, the Policy will note the date of approval in the "Effective Date" section of the Policy heading. An electronic announcement will be issued to the campus community.
6. The Office of Legal Affairs will monitor the review cycle to ensure the Policy is reviewed at a minimum of every three years. As necessary, Internal Audit may audit processes to ensure compliance and consistency.
7. The President or Vice President for the area from which a Policy has emerged is responsible for ensuring periodic Policy review to determine whether (a) each is still needed; (b) updates or other changes are required; (c) if gaps exist that indicate a new Policy should be developed. In the case of policies emanating from the Faculty Senate, the Faculty Senate shall be responsible for such periodic review. Changes may or may not be made to a Policy upon review. Upon notification by the President, appropriate Vice President, or Faculty Senate that the Policy has been reviewed, the Policy will note the review date in the "Last Updated/Reviewed" section of the Policy.

C. Routine Changes/Updates

As needed, the office or unit responsible may request Routine Changes be made to a Policy and/or procedure. Upon review of the Policy repository, Routine Changes may also be made. Routine Changes include only items that do not affect the Policy's substance, including but not limited to new contact names, position titles, and contact information.

Routine Changes should be directed to the Office of Legal Affairs.

Routine Changes do not require a review by the President's Cabinet and are effective immediately upon appearance in the official electronic Policy repository. The change date will be noted in the "Last Reviewed/Updated" section of the Policy heading.

D. Revising a Policy

Non-Substantive Policy revisions must be submitted to the Office of Legal Affairs.

All proposals for Substantive Policy revisions must be submitted to the President or appropriate Vice President through the approved Policy/Procedure workflow.

If the President or Vice President determines the Policy should be revised, he or she will forward the proposed revision to the Office of Legal Affairs for review and posting for campus review and comment.

The President's Cabinet shall make a recommendation to the President for approval or rejection of the revision. Once the draft is in final form, the appropriate Vice President, with assistance from the Office of Legal Affairs or others as deemed appropriate, will present the Policy for consideration by the President's

Cabinet. The President's Cabinet shall make a recommendation to the President for approval or rejection of the Policy.

Following the Cabinet's recommendation, the President shall make a final decision approving or rejecting the revision. No revision shall become effective until approved by the President. If the President rejects a revision, it shall be returned to the drafting individual or unit with an explanation of why the revision is denied.

Once the revision is approved, the revision date will be noted in the "Last Updated/Revised" section of the Policy heading, and an electronic announcement will be issued to the campus community.

E. Developing Additional and/or Replacing an Existing Procedure

The University has established a formal process to develop, circulate or distribute, and approve all procedures in a consistent format. Individuals developing, maintaining, or revising procedures must follow the requirements outlined herein in order for the procedure to become effective.

1. The drafting individual or unit must use the procedure template provided by the Office of Legal Affairs and available on the Policy website.
2. The draft procedure must be submitted to the Vice President for the area from which the proposed procedure has emerged by one of his/her direct reports. If the unit or department does not report directly or indirectly to a Vice President, drafts must be submitted directly to the President's designee, Chief Legal Officer.
3. The President, Chief Legal Officer, or Vice President will review and determine which proposed procedures are carried forward.
4. If carried forward, the Office of Legal Affairs and, where applicable, Internal Audit will review the proposed Procedure for redundancy, duplication, impact on other departments, and legal review.
5. A draft Procedure will be posted for 14 calendar days for campus review and comment. At this stage, changes may be suggested to enhance clarity, consistency, or compliance.
6. After receiving suggested comments, the Office of Legal Affairs, in collaboration with Subject Matter Experts (SME), as needed, shall aggregate and/or incorporate comments into the proposed Policy where appropriate.
7. Once the draft is in final format, the appropriate Vice President, with assistance from the Office of Legal Affairs or others as deemed appropriate, will present the procedure for consideration by the President's Cabinet. The Cabinet shall make a recommendation for approval or rejection of the procedure.
8. Following the Cabinet's recommendation, the procedure may be approved or rejected by the Vice President for that area. If the procedure is rejected, it shall be returned to the drafting individual or unit with an explanation of the rejection.
9. The Office of Legal Affairs will post approved procedures to the electronic repository and issue an electronic announcement to the campus community

Procedural changes are effective immediately upon publication in the official Policy/Procedure repository.

F. Communicating, Promulgating and Training

The Office of Legal Affairs will issue an electronic announcement to the campus community containing information about interim, new, or revised Policies and Procedures, which will constitute the promulgation of the Policy/Procedure or revision.

Additional communication or training on a Policy or Procedure will be facilitated by the unit listed as the Responsible Party in the “Review and Responsibility” section of the document.

G. Establishing an Interim University Policy

Policies may be drafted and approved by the President on an Interim basis in situations where a University Policy must be established in a time period too short to permit the completion of the process delineated in this Policy. An Interim Policy will remain in force until fully adopted through the defined process or for up to twelve months from the date of issuance, whichever occurs first. The president may renew an Interim Policy if necessary in the president’s judgment. Written approval of the President is required to implement an Interim Policy. Written approval may be given electronically.

H. Decommissioning a University Policy

The President, Vice Presidents, or Chief Legal Officer may request a University Policy be decommissioned. Decommissioning requests should be submitted to the Office of Legal Affairs.

The Office of Legal Affairs will review the request and Policy. The Office of Legal Affairs may seek consultation with stakeholders and provide a statement of intent to decommission the Policy. Consultation results will be shared with the President’s Cabinet.

On an annual basis, the Office of Legal Affairs will present to the President’s Cabinet any University Policies it recommends for decommissioning. The Cabinet will recommend whether or not Policies are to be decommissioned. If the Cabinet determines decommissioning is appropriate, the Office of Legal Affairs will remove the Policy from the electronic repository and issue an electronic statement to the campus. The Responsible Party is to ensure that any additional information regarding the withdrawal or consolidation is communicated.

I. Compliance and Conflicts

The Responsible Party assists compliance by establishing standard business practices, some of which may be outlined within a Policy and support Policy implementation. Routine Human Resources procedures also assist with compliance. The Internal Auditor uses policies as a measurement tool in regular assessments of University operations. In addition, communication with and training of the campus community regarding current Policy will facilitate compliance.

In the event of a conflict between a University Policy or Procedure and a divisional/unit level guideline, the University’s Policy or Procedure will control.

No college, department, or operating unit may adopt guidelines that are inconsistent with University Policy or any Policy of the BOR of the University System of Georgia.

J. Retention

Official University Policies and Procedures are to be maintained for the retention period, as stated in the USG Records Retention Schedules. Drafts or withdrawn versions of University Policies and Procedures are designated as useful life and may be destroyed. Superseded or decommissioned University Policies and Procedures are available through the Office of Legal Affairs.

K. Responsibility for Policy and Procedures

The President delegates to the Chief Legal Officer the responsibility and authority for establishing the Policy and Procedure structures for indexing, publishing, cataloging, and maintaining all official Policies/Procedures.

L. Format

University Policy/Procedure shall be developed and published in the format indicated by this Policy and the Policy Development Guidelines to Writing University Policy and Procedures.

Definitions

Existing Policy/Procedure - A Policy that predates the implementation of the requirements outlined herein. Existing policies remain official University Policy and, in time, are expected to be revised following the conditions outlined herein.

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

Policy/Procedure Development Flowchart - Approved process for the workflow of policies and procedures, including the necessary reviews, evaluations, approvals, and publications.

Responsible Party - The position(s) with ultimate or delegated authority over and/or responsibility for a given Policy, procedure, or guideline. This individual may also act as a Subject Matter Expert.

Routine Changes - Routine Changes 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 Policy - Official University directive that:

- Has broad application throughout the University and is intended to govern the actions of a

- majority of employees, faculty, students, contractors, and/or visitors;
- Contains guidelines for activities and sets limits within which people are expected to operate;
 - Enhances the University's mission, reduces institutional risk, helps achieve compliance with applicable laws and regulations, and/or promotes operational efficiency;
 - Has been reviewed by the President's Cabinet and approved by the President; and
 - Is sponsored by at least one Vice President, Chief Legal Officer, or by the President.

University Procedure - A defined course of proceeding – often composed of detailed steps, using established forms or methods to operationalize a particular Policy.

Keywords

Policy Library, PolicyStat

Attachments

- [Policy Template](#)
- [Policy/Procedure Flowchart](#)
- [Procedure Template](#)
- [User Guide to Writing University Policy & Procedure](#)

Approval Signatures

Step Description	Approver	Date
	Teresa D'Emilio	07/2021