ComplianceBridge Policy Review Process

New Policies and Substantive Revisions

- Policy Editor Initiates Draft
- Policy Editor sends draft for review by department, AVP, and/or Dean review. Some departments may also choose to send to legal at this stage.
- Policy Editor sends draft to UA Policy Manager for review and further approvals.
- UA Policy manager initiates review and approval process, and monitors the progress of each step.
- Legal review: The draft will be sent to the appropriate lawyer based on subject matter.
- Vice President/Provost Approval (Or Designee)
- PARC Review (Campus-level policies only)
- System Office Review: Courtesy notification also sent to UA Chief Counsel

UA Policy Manager publishes approved policy.

- All reviewers will have the ability to see notes and edits made by previous reviewers. They will also have the ability to see the status of the draft at any time throughout the approval process.
- Because the invitations to review are entered manually for each policy, we retain maximum flexibility to make changes as needed. Additional reviewers may be added at any time.
- The policy editor will have the ability to monitor the status of the draft and will be notified when the draft is published.
ComplianceBridge Policy Review Process

Non-Substantive Revisions

- Policy Editor Initiates Draft
- UA Policy Manager confirms that edits are non-substantive.
- UA Policy Manager publishes approved policy.

Non-Substantive Revisions include:
- Contact name/title changes
- Correction of effective or revision dates
- Broken link corrections
- Correction of typographical errors
- Formatting corrections

The following would be considered substantive changes and would be subject to the standard review and approval process:
- Changes to the meaning of the policy in any way, including clarification of existing policy language
- Removal of any policy text including footnotes
ComplianceBridge Policy Review Process

Policy to be Discontinued

Policy Editor Initiates Draft, includes note that policy is to be discontinued.

Department, AVP, and/or Dean confirms that policy may be discontinued.

Draft is sent to UA Policy Manager

Vice President/Provost (or designee) confirms that policy may be discontinued.

UA Policy Manager archives the policy.