

# Policy Approval Process

Policy owners and/or their designees are responsible for ensuring that their policies are reviewed by the appropriate audiences. According to the requirements in [Board Rule 108](#) and the University's [Policy Development and Management Policy](#), the following steps must be completed. Documentation will be recorded through the PolicyStat system.

## Phase One: Review

The policy owner/designee starts a revision of an existing policy or creating a new policy from the approved template. Once the content is ready, additional parties are invited to review using PolicyStat's [Collaboration](#) feature. Reviewers must be invited to view the document in PolicyStat and enter their own comments. Invited collaborators can only view a policy. They will not be able to modify the content or properties but can view existing comments, add new comments, and view the draft or pending version content.

**Do NOT click the orange Start Approvals button until this phase is completed.**

- **Policy Owner/Designee:** For documentation purposes, the policy owner/designee must enter a comment addressing each of the following requirements:
  - **Justification:** For revisions, explain why the changes are being made. For new policies, explain why the policy is needed.
  - **Affected Constituencies:** In the development and formulation of policies, appropriate constituencies should be consulted for input; provided, however, such input does not constitute a veto or interference with administrative rights and responsibilities.
  - **Review for Consistency with the following:**
    - Board Bylaws, Rules, and Pronouncements
    - Policies of other System campuses - UA Birmingham and UA Huntsville.
    - Other policies at UA.
- **Office of Counsel:** Legal review is required for all policies. Departments are encouraged to work with the Office of Counsel early in the policy drafting process.
- **Unit-Level Review:** This step may vary depending on the needs of the unit. This step would minimally include the following but may also include others.
  - Policy Owner (if the policy was drafted by a designee)
  - Department Head (if different from the Policy Owner)
  - AVP or College Policy Contact
- **Policy Manager:** The Policy Manager is housed in the Office of Compliance, Ethics, and Regulatory Affairs and is charged with coordinating the review and approval process for policies from all divisions, managing the document library, and ensuring that approved policies are posted appropriately. They serve as the campus designee for policy review under Board Rule 108. The Policy Manager will invite the following reviewers.
  - **Office of Counsel:** If not already included.
  - **Policy Advisory Review Committee (PARC):** This step is required for policies with applicability outside of the division that originates the policy.
  - **Chancellor's Designee:** All policies must be reviewed at the System Office.

## Phase Two: Approval

Once all appropriate reviews are completed, the policy owner/designee will be directed to click the orange “Start Approvals” button to [kickoff the final approval workflow](#). Approvers are able to make modifications to policy drafts, but doing so generates a new draft that must start over in the approval workflow.

- **Policy Manager:** The Policy Manager will conduct a final review to correct formatting issues and ensure that all appropriate reviews have been completed.
- **Executive Administrator:** The Vice Presidents for Academic Affairs, Student Life, Finance and Operations, University Advancement, Research and Economic Development, Community Affairs, Strategic Communications, Diversity, Equity and Inclusion, and the Director of Intercollegiate Athletics. Executive Administrators may choose to designate appropriate individuals to review or approve on their behalf.

Upon completion of the approval workflow, the policy will be automatically published.