



Guidelines for Policies and Procedures

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It is a UWT policy or procedure if it . . .

- Helps the university accomplish its mission
- Maintains accountability
- Provides faculty, staff, and students with clear and concise tools
- Clarifies how the university does business
- It does not conflict with or contradict, but clarifies,¹ University of Washington policies and procedures

Definitions

Policy statement: A statement that describes a policy in detail including who, what, and why, but does not include how it is to be carried out.

Policy Owner: The specific person who is responsible for maintaining the accuracy and completeness of policy information. This person will be asked periodically to confirm that the current information is up to date. There may be co-owners of policy and procedures.

Procedure: They are action steps within the policy that tells how things are done. They describe the customary or standard way of handling situations. They can also include information on who, what, when, and where. They are a series of interrelated steps whose sequence may be important but they should always support and implement the policy.

Process for Implementing a New Policy or Procedure

1. When drafting a policy or procedure, the author must use the following format:

The logo for the University of Washington Tacoma, featuring a stylized column icon to the left of the text "UNIVERSITY OF WASHINGTON" and "TACOMA" below it.
[Policy/Procedure] for [subject here] Author: [enter author name] Date approved by Policy Owner: [date] Date approved by Policy Coordinator: [date] Date revised: [date]
Policy text:

2. The text of the policy or procedure must include:

- The reason for the policy or procedure
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- Who it applies to
- When it is effective

3. The draft policy or procedure is then reviewed and approved by the appropriate policy owner. A draft policy or procedure may be returned to the author (if it is not the policy owner) for revision if it is not approved by the policy owner. All policies and procedures must be approved by the policy owner before going forward.

4. Once the policy owner approves the document he/she sends it to the policy coordinator for final review, approval, and posting on the policies and procedures website.

Policies and Procedures Organization Chart

