# UTA Office of Legal Affairs

## Steps for Updating a Policy/Procedure

These steps are applicable for:
- New policies/procedures
- Policy/Procedure revisions
- Merging policies/procedures

**Step 1:**
Complete DP-GA-LA-F-14 Policy & Procedure Change Form

**Step 2:**
The document will be placed in SharePoint for edits. All of the collaborators listed on the Policy & Procedure Change Form will be given access to edit the document.

Review DP-GA-LA-EX-08 SharePoint Collaboration Instructions

**Step 3:**
Once you have completed your edits and your manager has given you their approval of the edits, please complete:

DP-GA-LA-F-15 Policy Checklist
DP-GA-LA-F-16 Procedure Checklist

Submit the checklist to policysite@uta.edu

The document is then moved to DocTract for final approval and publishing.

Please refer to the UTA Policies & Procedures SharePoint site (DocTract tab) for documents pertaining to navigating DocTract and checking on the status of documents.

**Additional Resources:**
The following documents are available for assisting you with editing your policy/procedure.

DP-GA-LA-EX-04 Department Contacts
This document has department email contact information

DP-GA-LA-EX-05 Department Form Links
This document has the link to department forms web pages

DP-GA-LA-EX-07 Policy Website Links

This document has links to legal statutes, UT System, UT schools, and other Texas schools to assist you with any policy/procedure research

[DP-GA-LA-EX-10 Titles](#)
This document lists official UTA titles

[GA-LA-EX-02 Policy Template Style Guide](#)
[GA-LA-EX-03 Procedure Template Style Guide](#)
These documents provide the style guides to use when editing your Word document.

Guidelines for drafting policies/procedures can be found on the [UTA Policies & Procedures](#) SharePoint site.