Policy Checklist

Policy Title
____ Does the policy title express the purpose and description of the policy?

Purpose
____ Is the purpose of the policy described?

Policy
____ Does the policy describe the purpose listed?
____ I have used active voice/present tense throughout the policy.
____ The UTA name has been listed correctly.
   Ex.: The University of Texas at Arlington (UTA or University)
____ Relevant policies/procedures are listed correctly throughout the policy. (See DP-GA-LA-EX-11 Citing UTA & UT System Policies & Rules)

____ Relevant forms are listed correctly throughout the policy and the department form link has been provided. (See DP-GA-LA-EX-11 Citing UTA & UT System Policies & Rules)

____ All numbers under 100 are spelled out.

Definitions
____ Are key terms defined?
____ Are they listed in alphabetical order?

Relevant Federal and State Statutes
____ Are relevant laws listed?

Relevant UT System Policies/Procedures
____ Are related UTA policies/procedures listed and cited correctly? (See DP-GA-LA-EX-11 Citing UTA & UT System Policies & Rules)

____ Are related UTS/RR policies listed and cited correctly? (See DP-GA-LA-EX-11 Citing UTA & UT System Policies & Rules)

Links
____ Do all links work?
Who Should Know

____ Is it explained who the policy applies to?

UTA Office Responsible for Policy

____ Is the responsible officer (VP level only) and department listed with the correct title? (See DP-GA-LA-EX-10 Titles)

Contact Information

____ Has the contact information been completed? (See DP-GA-LA-EX-04 Department Contacts)

Spell Check and Grammar Check

____ Have you completed a spelling and grammar check and both have a check mark? (See DP-GA-LA-EX-06 Grammar & Spell Check How To)

I have reviewed the procedure I am submitting for review and it meets all of the requirements listed above.

Name ___________________________ Title ___________________________ Date __________