



Office of Legal Affairs

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?

Overlapping Departments

_____ I have worked with other departments and the Policy Analyst to ensure that any overlapping information relative to other departments is correct.

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