Procedure Checklist

Procedure Title

_____ Does the procedure title express the purpose and description of the policy?

Objective

_____ Is the purpose of the procedure described (support a specific policy, to provide guidelines and instructions for a process, etc.)?

_____ Does it list the controlling policy that it supports? (*See* DP-GA-LA-EX-11 *Citing UTA & UT System Policies & Rules*)

Scope

_____ Is it described who this procedure will effect? Whose work/budget will be impacted?

Procedure

_____ Does the procedure list what steps should be performed?

_____ Does the procedure list who is responsible for completing each step?

_____ 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. (*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? (*See* DP-GA-LA-EX-11 *Citing UTA & UT System Policies & Rules*)

_____ Are related UTS/RR policies listed? (*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 procedure 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