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 ________________________________