

Procedure Checklist

Accessibility

- _____ I have used Styles throughout the document for formatting.
(See DF-GA-LA-EX-03 Procedure Template Style Guide on the [Legal Affairs Forms](http://go.uta.edu/legal) website.)
- _____ I have added text to display and screen tips to all hyperlinks.

Procedure Title

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

Objective

- _____ Is the purpose of the procedure described in the Procedure Statement section (support a specific policy, to provide guidelines and instructions for a process, etc.)?
- _____ Does it list the controlling policy that it supports?
(See DF-GA-LA-EX-11 Citing UTA & UT System Policies & Rules on the [Legal Affairs Forms](http://go.uta.edu/legal) website.)

Application of Procedure

- _____ Is it described who this procedure will affect? Whose work or budget will be impacted?

Definitions

- _____ Are key terms defined?
- _____ Are they listed in alphabetical order?
- _____ Are key terms capitalized throughout the policy?

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 DF-GA-LA-EX-11 Citing UTA & UT System Policies & Rules on the [Legal Affairs Forms](http://go.uta.edu/legal) website.)
- _____ Relevant forms are listed correctly throughout the policy
(See DF-GA-LA-EX-11 Citing UTA & UT System Policies & Rules on the [Legal Affairs Forms](http://go.uta.edu/legal) website.)
- _____ All numbers under 100 are spelled out.

Relevant Federal and State Statutes

_____ Are relevant laws listed?

Relevant UT System Policies and Procedures

_____ Are related UTA policies/procedures listed?

(See DF-GA-LA-EX-11 Citing UTA & UT System Policies & Rules on the [Legal Affairs Forms](#) website.)

_____ Are related UTS/RR policies listed?

(See DF-GA-LA-EX-11 Citing UTA & UT System Policies & Rules on the [Legal Affairs Forms](#) website.)

Links

_____ Do all links work?

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 DF-GA-LA-EX-10 Titles on the [Legal Affairs Forms](#) website.)

Contact Information

_____ Has the contact information been completed?

(See DF-GA-LA-EX-04 Department Contacts on the [Legal Affairs Forms](#) website.)

Spell Check and Grammar Check

_____ Have you completed a spelling and grammar check and **both have a check mark**?

(See DF-GA-LA-EX-06 Grammar & Spell Check How To on the [Legal Affairs Forms](#) website.)

Attestation

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

Name _____ Title _____

Signature _____ Date _____