

The logo for the University of Tennessee at Knoxville (UTA) Office of Legal Affairs. It features the letters "UTA" in a bold, blue, sans-serif font. A stylized orange star with a white outline is positioned between the "U" and the "A". To the right of the star, the words "Office of Legal Affairs" are written in a black, serif font.

Office of Legal Affairs

Steps for Reviewing a Policy/Procedure

To maintain SACSCOC accreditation we are required to review our policies and procedures on a regular schedule (currently every five years). When a policy/procedure is up for review, you will receive an email with a copy of the current published document.

Step 1:

Review the attached document that is emailed to you.

Complete [DF-GA-LA-F13 Policy & Procedure Review Form](#).

If no changes are required, the document will be republished with a “last reviewed date” and no changes will be made.

If changes are required, you will complete the above-referenced form and complete the next steps.

Step 2:

The document will be placed in SharePoint for edits. All of the collaborators listed on the Policy & Procedure Change Form will be given access to edit the document.

Review [DE-GA-LA-EX-08 SharePoint Collaboration Instructions](#)

Step 3:

Once you have completed your edits and your manager has given you their approval of the edits, please complete:

[DF-GA-LA-F-15 Policy Checklist](#)

[DF-GA-LA-F-16 Procedure Checklist](#)

Submit the checklist to policysite@uta.edu

The document is then moved to DocTract for final approval and publishing.

Please refer to the [UTA Policies & Procedures](#) SharePoint site (DocTract tab) for documents pertaining to navigating DocTract and checking on the status of documents.

Additional Resources:

The following documents are available for assisting you with editing your policy/procedure.

[DE-GA-LA-EX-04 Department Contacts](#)

This document has department email contact information

[DE-GA-LA-EX-05 Department Form Links](#)

This document has the link to department forms web pages

[DE-GA-LA-EX-07 Policy Website Links](#)

This document has links to legal statutes, UT System, UT schools, and other Texas schools to assist you with any policy/procedure research

[DE-GA-LA-EX-10 Titles](#)

This document lists official UTA titles

[GA-LA-EX-02 Policy Template Style Guide](#)

[GA-LA-EX-03 Procedure Template Style Guide](#)

These documents provide the style guides to use when editing your Word document.

Guidelines for drafting policies/procedures can be found on the [UTA Policies & Procedures](#) SharePoint site.