



Office of Legal Affairs

Steps for Updating a Policy/Procedure

These steps are applicable for:

- New policies/procedures
- Policy/Procedure revisions
- Merging policies/procedures

Step 1:

Complete [DF-GA-LA-F-14 Policy & Procedure Change Form](#)

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.