



## Policy 1.1

### Approval Process for Policies with University-Wide Applicability

**Responsible Official:** Senior Vice President and General Counsel

**Administering Division/Department:** Office of the General Counsel

**Effective Date:** October 25, 2006

**Last Revision:** March 29, 2007

#### Policy Sections:

- I. Overview
- II. Applicability
- III. Policy Details
- IV. Definitions
- V. Related Links
- VI. Contact Information
- VII. Revision History

#### Overview

All policies of university-wide applicability must be drafted, approved, and disseminated in the standard manner set forth in this policy.

#### Applicability

This policy applies to all policies of university-wide applicability.

#### Policy Details

##### 1.1.1 Promulgation of Policies with University-wide Applicability

Each Vice President is responsible for the promulgation of policies of university-wide applicability in the area of his or her responsibility. In fulfilling this responsibility, Vice Presidents shall (a) monitor the appropriateness of existing policies; (b) identify the need for and draft new or revised policies; (c) consult with others – such as faculty, Deans, administrators, Office of General Counsel, and/or the President or the appropriate Executive or Senior Vice President – as needed and appropriate; and (d) authorize publication to the [policies.emory.edu](http://policies.emory.edu) website.

##### 1.1.2 Form of Policies with University-wide Applicability

All policies with university-wide applicability shall be in the Standard Policy Format.

##### 1.1.3 Dissemination of Policies with University-wide Applicability

All policies with university-wide applicability shall be posted on [policies.emory.edu](http://policies.emory.edu).

AAIT is responsible for the technical maintenance of the [policies.emory.edu](http://policies.emory.edu) website.

##### 1.1.4 Applicability to Policies in Force before October 25, 2006

Policies of university-wide applicability that are in force before October 25, 2006 (the effective date of this policy) shall be reformatted into the standard format set forth in section 1.1.2, and posted on [policies.emory.edu](http://policies.emory.edu) no later than March 31, 2007.

## Definitions

**University-wide applicability:** Policies that apply to all employees and/or students of the University. In contrast, for example, a policy that has applicability solely to a particular school is not a policy with university-wide applicability.

**Policy:** A high-level overall plan embracing general goals and acceptable procedures.

## Related Links

- Current Version of This Policy: <http://policies.emory.edu/1.1>
- [Policies Home Page](http://www.policies.emory.edu) (<http://www.policies.emory.edu>)

## Contact Information

Subject	Contact	Phone	Email
Clarification of Policy	Office of General Counsel	404-727-6011	ogc@emory.edu
Guidance on Posting Policies (content)	Human Resources	404-727-7611	khgaml@emory.edu
Guidance on Posting Policies (technical)	AAIT Web & Communications Team	404-727-5440	policies-l@listserv.emory.edu

## Revision History

- Version Published on: Mar 29, 2007 (*revised as to VP, SVP, EVP workflow*)
- Version Published on: Mar 29, 2007 (*Original Publication*)

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit [policies.emory.edu](http://policies.emory.edu) to ensure that you are relying on the current version.*