Policy 1.1
Approval Process for Policies with University-Wide Applicability

This policy version was not current at the time of printing. Please see http://policies.emory.edu/1.1 for the current version.

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 shall identify the need for policies of university-wide applicability in the area of his or her responsibility.

Each Vice President shall draft all needed policies of university-wide applicability in the area of his or her responsibility. Each draft policy must be recommended by the appropriate Vice President, and approved by the President or the appropriate Executive or Senior Vice President, in consultation with the Senior Vice President and General Counsel.

Although each policy must ultimately be approved by the President, Executive Vice President, or Senior Vice President, responsibility for continued monitoring of the appropriateness of existing policies and the need for new policies resides with the appropriate Vice President.

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.
AAIT is responsible for the technical maintenance of the policies.emory.edu Web site.

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 1.2, and posted on 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](http://policies.emory.edu/1.1)

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarification of Policy</td>
<td>Office of General Counsel</td>
<td>404-727-6011</td>
<td></td>
</tr>
<tr>
<td>Guidance of Posting Policies (content)</td>
<td>Human Resources</td>
<td>404-727-7611</td>
<td></td>
</tr>
<tr>
<td>Guidance on Posting Policies (technical)</td>
<td>AAIT Web &amp; Communications Team</td>
<td>404-727-5440</td>
<td></td>
</tr>
</tbody>
</table>

Revision History

*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 to ensure that you are relying on the current version.*