**Policy Development and Submission Guide**

UNT Policy Office

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**POLICY SUBMISSION REQUIREMENTS**

Submit the following required documents to the UPO via *e-mail* @ Stephanie.McDonald@unt.edu. For the e-mail subject line, use: UNT Policy # and Action (e.g: UNT Policy 02.001 – Deletion).

1. Policy Drafts**.**
	1. For new, review, or deletion submissions, provide UPO with a Clean Policy Draft only.
	2. For revision submissions, provide UPO with a Redline Draft only showing tracked changes to most recent approved version of the policy. If changes are so substantial that a Redline Draft would be ineffective, provide the UPO with a clean draft and a memo outlining the major changes.
	3. New, review, or revision submissions must be in a .doc or .docx format of the official UNT [policy template](https://policy.unt.edu/forms-tools). Please see the checklist below for additional template guidance.
	4. Deletion submissions may be in Word or PDF; official template style not required.
2. [Policy Routing](https://policy.unt.edu/forms-tools) Request.
3. Please complete the form online. A completed sample is provided below for planning purposes. The UPO is happy to assist with any questions or concerns regarding the form or its contents.
4. Please print the completed PDF form and ensure Policy Owner and Policy Contact have signed or initialized the bottom of each page.
5. Please scan the signed PDF form and email to the UPO.
6. PowerDMS Action.
7. Once the UPO has received your draft and completed Routing Request form, the UPO will initiate the routing workflow and you will be listed as the first step.
8. You will need to login to PowerDMS and check the To Do list on your Dashboard.
9. Click on the policy title assigned for your review
10. This will open the page that contains the policy, discussion options, and approve/deny button.
11. On the right side of the screen click Discuss button.
12. Please add one to two sentences regarding the nature of your submission for benefit PAG, OGC, and President. Please include a) policy action (revision, deletion, new); b) reason for policy action (response to legislative actions, update in Regents Rules, etc); c) timing priority (standard routing or high priority with explanation); d) any key stakeholder involved in revisions, particularly if an OGC member has assisted with initial/informal development.
13. Click Approve button to start the official routing process.

**POLICY DRAFT CHECKLIST**

Please check the following before submitting a policy draft to the UPO:

[ ]  Format policy content per UNT Policy Template.

1. If the policy is new, ensure that all items below are checked.
2. If the policy is a revision, use the word version of the latest approved draft to track changes for Red Line

[ ]  Fill out every section of the policy template to ensure:

1. Policy Statement addresses:

[ ]  the purpose of the policy (what issue it addresses);

[ ]  why it is important; and/or

[ ]  how the policy relates to institution’s mission.

1. Definitions are:

 [ ]  in alphabetical order;

[ ]  formatted per UNT Policy Style guide; and

[ ]  relevant to and/or referenced in the body of policy.

1. Procedures and Responsibilities are:

[ ]  clearly outlined using short simple sentences;

[ ]  written in active voice;

[ ]  free from gender specific pronouns such she/he; when not practical to restate the subject (the student, the individual, etc.), use the appropriate gender neutral plural such as they or their.

[ ]  organized in logical categories;

[ ]  clearly identifying the responsible party;

[ ]  referencing applicable federal, state, and institutional laws and regulations, including Regent Rules and System Regulations.

1. References and Cross-References:

[ ]  list applicable federal, state, and institutional laws and regulations, including Regent Rules and System Regulations in the order they are cited in the body of the policy; and

[ ]  are formatted per UNT Policy Style guide.

1. Forms and Tools:

[ ]  link to appropriate forms and tools in the order they are referenced in the body of the policy.

1. Please proofread the document for correct spelling, grammar, and punctuation. The UPO strongly recommends peer-editing due to the high visibility of these documents once published.