Guidelines for Submission, Review and Approval

Policy Owner/Originator Submits New or Revised Policy

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3. The reviewing VP's (those other than the host Division VP) should share any policy concerns via phone or email to the host Division VP, policy owner/originator, and may include the host Division's DPF, whose names will be evident within the policy's DocRoute template (in the "Reviews" section following the policy content). Alternatively, the policy's Google Doc version (if link is attached to the policy in DocRoute) can be used for policy edit suggestions.

4. If no comments or concerns are voiced by reviewing VP's within the given 7 days, the host Division VP may approve the policy. It then routes back to the Policy Committee, for final recommendation to the President.

5. If there are necessary edits, the policy owner should enter the agreed-upon changes to the policy in the DocRoute template (or copy from the Google Doc), using the "edit" function found at the end of the policy content. Then click "submit."

6. A summary of the concerns, and how they are resolved, should ideally be summarized in the "Comment" box below the "Reviews" section in DocRoute (located after the end of the policy), for posterity. The policy owner/originator is the only person who can edit the policy. Any edits will trigger the policy to advance through each review step again.

(b) Utilize the Google Doc version of the policy for suggesting edits (if link to a Google Doc is attached).

(c) Comments - There is a "Comment" box under the "Reviews" section of the template where you may leave your comments. You are encouraged to summarize any concerns you may have in this text box, so that it remains with the policy review for posterity.

9. If the policy is edited by the policy owner/originator during this review process, it will repeat its movement through each review step for follow-up approvals (as follows):

a. Level 1 - Division Policy Facilitator

b. Level 2 - Policy Committee

c. Level 3 - VP's

d. Level 4 - Policy Committee sends final recommendation to President

e. Level 5 – President

5.6 Grandfathered Policies

5.6.1 Owner/Originator

Effective September 2019, owners of current University Policies must reformat them using the University Policy Template, then enter them into DocRoute. Upon submission by the policy's owner, a Policy Committee member will be assigned to cursorily review the policy to assure correct formatting, etc.; when any review concerns are resolved, the policy will be published to the University Policy Library after a review by the Chair of the Policy Committee (and/or student assistant) to assure formatting is correct and consistent. Follow these steps to submit a "grandfathered" policy:

1. Be sure your policy conforms to the University Policy Template formatting (find in left side menu, here: https://www.southalabama.edu/departments/compliance/).

2. Look for and select "Document Routing (DocRoute Login)" in our USA website's A-Z index, or click here: https://jagaspx2.southalabama.edu/docroute/policygf.aspx

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the policy, whereupon the Chair of the Policy Committee (and or a student assistant) will review for correct formatting and consistency, then publish to the Policy Library.

5.6.2 Policy Committee Reviewer

Grandfathered Policy Review Process (by 1 selected member of the Policy Committee)

1. When a grandfathered policy is advanced to you in the review process, you'll receive a system generated email from DocRoute with the policy ID # in the email title, and brief instructions for where you can find DocRoute in the USA website's A-Z index.
2. Look for and select "Document Routing (DocRoute Login)" in our USA website's A-Z index, or click here: https://jagaspx2.southalabama.edu/docroute/policygf.aspx
3. Select "Policy" in the menu on the left side of your screen, then select "Grandfathered" if the notification email indicated "Grandfathered."
4. Enter the 4-digit policy ID number (provided in the subject line of DocRoute's system-generated email) in the "Request ID" box under "Existing Grandfathered Requests" (right/center of your screen), then click the "Open" button.
5. Review the policy for the following:
   (a) correct grammar/spelling,
   (b) policy formatting follows the University Policy Template,
   (c) clear, understandable content,
   (d) content does not conflict with other policies you are aware of,
   (e) appropriate University Divisions are included in the Applicability section,
   (f) impact of policy on employees appears reasonable and consistent with applicable law.
6. Share any concerns you may have with the policy owner/originator. Upon agreement of any necessary edits, the owner/originator will enter the edits and resubmit to you for final approval.
7. Upon your approval, the policy will be sent for publishing to our Policy Library.

NOTE: For use of Google docs, there are 3 ways to enter your edits (as indicated on the menu bar in the upper right of your Google doc screen):
   (a) editing
   (b) suggesting
   (c) reviewing
It is strongly recommended to use the "suggesting" function, so that all edits are trackable on the WORD version of the file.