

The **Approval Authority** is the person within the University who has the authority to approve:

- the development of a new compliance document;
- a major review of an existing compliance document; and/or
- amendments to an existing compliance content that substantially changes its original intent.

Any **breaches** of a compliance document will, in the first instance, be brought to the attention of the Approval Authority.

### Document Review Process: Contact Officer Instructions

1. As the Contact Officer, you will receive an email three months (90 days) prior to the review date, requesting that you commence the review. The Policy Unit will check in with you during the review on its progress and remind you when the policy is about to become overdue. Once a policy becomes overdue, you are required to provide the Policy Unit with updates on progress and any issues that are causing delays to the completion of the review.
2. The email/s will contain a hyperlink to the document, sitting in the UCPL SharePoint site. This link will open the latest version of the document in a Word document format. We suggest you use IE as this browser works best with the SharePoint functionality.
3. You must make amendments to the document using the **track changes** function (in the Review tab). These will be automatically saved back into the SharePoint platform when you save the document<sup>2</sup>. The document will be reviewed by the Policy Unit prior to going to the Approval Authority (where necessary) and publishing, so if you have questions please use the **comment** function to include these.
4. During the review it is important that you consult with relevant stakeholders. What is required in terms of consultation will depend on the document and the nature of the changes you are proposing. The Policy Unit may also be able to suggest who relevant stakeholders may be given its centralized position in the University, so please check with the Policy Unit before opening the document up for consultation.

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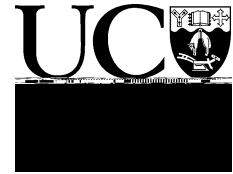


document has been saved (but **do not** accept the changes you have made)

Please use the ***Checklist for Development and Review of New and Existing UCPL Document in Appendix A of the [Metapolicy](#)*** as part of your review.

6. Then email the Policy Unit to notify them that your review is complete. The Policy Unit will liaise with you regarding whether the Approval Authority needs to review the document, and to set the next review date
  
7. The Policy Unit will review the document and provide it to the Approval Authority when needed.

**NB:** If a document needs a review completed prior to the listed review date simply contact the Policy Unit, who can work with you to



6. The Policy Unit officer will then send you and the Approval Authority an email to confirm that the document is now live and available on the UCPL web pages.
  
7. As the Contact Officer you will be responsible for notifying the relevant web administrator/s and stakeholders as appropriate that the document has been updated. They can then amend any (in)formation display.