

Policy life cycle summary

The life cycle of policies depicted here serves as the basis for current development of a system for managing the policy set of the University



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1 Policy development

- Policies are created on prescribed templates available on the UP Policy website
- The UP Policy website contains the following documents:
 - *Policy Development Guidelines*
 - *Policy Development Templates*
 - *Policy Development Cover Memo for submission for approval*
 - *Glossary of Terms*
- The Policy Management System electronically allocates a policy document number to a draft policy document
- Policy author determines access and security levels

2 Policy management and quality control

- Policies are managed by a policy administrator on the Policy Management System
- Quality control is the responsibility of the policy administrator
- Policy administrator checks the following:
 - Policy for compliance with template
 - Policy for compliance with language, style & other requirements
 - Policy for legislative compliance
 - Policy Development Cover Memo for compliance with template
 - Translated version of policy

3 Policy approval

- *Draft policy* and *Cover memo* follow predetermined route for submission to final approval authority
- Approval granted by specific approval authority
- Reference number generated from meeting minutes of approval authority and referenced on document history table

4 Policy promulgation/publication

- Policy Management System adjusts status and number of new document
- Policy Management System contains controlled versions of all current policies
- UP Policy website gives "read" access to UP community on the UP Intranet
- UP website gives "read" access to selected policies to the external community
- New approved policy is published on the Intranet on the UP Policy website

6 Policy archiving

- Policy Management System stores superseded/revoked/archived versions of policies/sections of policies
- Access available on request

5 Policy review

- Policy Management System flags policies to be reviewed on an ongoing basis according to predetermined review dates
- Designated review groups review policies for policy owners
- Policy Review Process to be completed within three months

- Policy creation is the responsibility of the process owner
- Policy approval is the responsibility of a specific approval authority for the level of policy submitted
- Policy management is the responsibility of a policy administrator in the Policy Office, in the Office of the Registrar
- New staff - familiarise with the policy set
- New Staff - familiarise with policy development/review process