Institute Policy Process and Policy Library Update

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Institute Policy Library

- Resource for policy owners in developing new policies or updating existing policies.
- Tool for stakeholders to identify policies quickly and accurately that impact job function.
- Central repository for all Institute-level policies.
- The Policy Library does not contain college, division, or departmental policies.
The purpose of this process is to ensure that all Institute policies are:

- Reviewed for content and consistency with other Institute policies
- Posted during development for campus-wide comment
- Stored in an online, searchable Policy Library
- Maintained & reviewed to ensure policies remain current
Stakeholder Review

- Policy Owner and Policy Steering Committee identifies stakeholder groups - Faculty, Staff and Students
- Collects feedback from appropriate units/department
- Compliance or legal requirement asklegal@gatech.edu
Campus Comment Period and Approval

- Draft Policy is made available to the entire campus.
- Feedback is collected and reviewed by the policy owner.
- Additional information may be added into the draft policy.
- Policy sent to President’s Cabinet for approval
2014 Policy Process and Library Goals

- Phase III: Policy Library Enhancements
  - Academic Affairs “Book”
  - Student Affairs “Book”
  - Enhanced Search Function

- Policy on Policies Review
  - Assess the Policy Development Process

- Policy Awareness Campaign-”Doing Business The Right Way”
GT Policy: Doing Business The Right Way

- Coordinated effort with Audit, Compliance, and Legal Affairs
- Our goal is to push policies out to the campus community
- Resource to help guide behavior
- Use the Policy Library as a guide for doing things the right way
- Help us address areas that need improvement
Feedback

Check out the Policy Library
http://policylibrary.gatech.edu

Give us your feedback:
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To request a presentation please email:
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