



8.1 Developing and Maintaining Administrative Policies

Policy Statement

Policies and procedures are the strategic link between the University of Georgia's responsibilities and goals and its day-to-day operations. Policies identify the key activities and provide a general strategy to decision-makers on how to handle issues as they arise. Procedures provide employees with a clear and easily understood plan of action required to carry out or implement a policy.

Reason for policy

This policy is designed to provide specific directions on the procedures to initiate, review and approve new or revised policies and procedures.

Procedures

The Associate Vice President of a Finance and Administration division identifies a need for a new policy/procedure or revision to an existing policy/procedure and prepares a draft which is submitted to the Vice President for Finance and Administration.

The draft will be reviewed and, if necessary, vetted through other finance and administration units and/or academic and external affairs representatives. The Vice President will determine if the policy/procedure needs the approval of the University Cabinet.

After the final draft is approved by either the senior vice president or the Cabinet, the responsible division will notify affected parties on campus about the new or revised policy/procedure and post the policy/procedure to the online Finance and Administration Policies and Procedures Library.

Forms/Instructions

There are no forms associated with this policy.

Additional contacts

Ryan Nesbit, Vice President for Finance and Administration, 706-542-1361, mesbit@uga.edu.

Policy definitions

There are no definitions associated with this policy.

Responsibilities

Responsible University Senior Administrator: Vice President for Finance and Administration Ryan Nesbit, 706-542-1361, mesbit@uga.edu.

Record Retention

There are no retention policies associated with this policy.

Policy Appendices

There are no appendices associated with this policy.

FAQs

There are no FAQs associated with this policy.

Related information

There is no related information associated with this policy.

[< Vice President's Authority and Responsibility](#) | [Responsibility and Accountability for Fiscal Administration](#) >

Policy Dates

Effective Date:

Date Last Updated: 04/10/2014

Date of Last Review:

Date of Approval:

Previous Version of Policy: