

# **HANDbOOK OF OPERATING PROCEDURES (hop) Policy Maintenance Certification**

#### All HOP policies must be reviewed by the policy owner on a periodic basis, ending with the policy owner attesting to this important step. This form is designed to assist policy owners during this review process.

#### Instructions: Please use one form for each policy. Following a review of the policy, indicate the policy’s disposition based on the categories below. (Note: Policy Memoranda will no longer be an accepted form of policy in the HOP.) In the Review Recommendations section below, check the box containing your designated action category. The policy owner must sign the form and return to the University Policy Office, Mail code D9200, or email the file to [betty.brooks@austin.utexas.edu](mailto:betty.brooks@austin.utexas.edu).

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| GENERAL INFORMATION | | |
| Policy or Policy Memorandum (PM) Title: | | |
| Policy Number: | Effective Date: Click to Enter a Date | Last Revised: Click to Enter a Date |

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| POLICY OWNERSHIP | | |
| Department: | | |
| Policy Owner: | Phone: | Email: |
| Executive Sponsor: | Phone: | Email: |

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| REVIEW RECOMMENDATIONS FOR EXISTING HOP POLICY | | |
| No Revision Required  Accurate as Written |  | Policy content has been reviewed and is accurate.  Verify linked laws, HOP’s, UTS’s, BOR’s, and/or UT System Model policie have not changed;  \*If policy is not in full policy display format (sections I – XI), it must be updated to the format, which may result in changes requiring further policy process review. |
| Retire Policy |  | Policy has been reviewed and is no longer relevant. Policy or PM should be retired. Follow procedural steps at: <http://www.policies.utexas.edu/policy-process> |
| Policy Can be Merged  with Another Policy |  | Policy has been reviewed and will be consolidated with another HOP policy. The revisions will be submitted through the university’s normal policy workflow process.  *The other HOP policy (to be merged with) is:*  *Revision will be submitted to the Policy Office by: Click to Enter a Date* |
| Policy Needs Revision |  | Policy has been reviewed and revisions are needed. The revisions will be submitted through the university’s normal workflow process.  *Revision will be submitted to the Policy Office by:*  Click to Enter a Date |
| Policy to be Relocated  from the HOP |  | This policy has been reviewed and does not meet HOP policy criteria. It will be moved to the appropriate location (i.e. HOBP, divisional website etc). Follow instructions for “HOP Policy Retirement” found at: <http://www.policies.utexas.edu/policy-process> |

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| SIGNATURES | |
| Policy Owner: | |
| Title: | Date: Click to Enter a Date |