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|  | **HOP POLICY REMOVAL** **REQUEST FORM** Handbook of Operating Procedures (HOP)Administrative/Operational Policies  |

BACKGROUND

An executive sponsor or policy owner may determine the need to remove a policy or policy memorandum from the Handbook of Operating Procedures (HOP). This could entail either retirement of the policy or relocation of the policy content to another more appropriate site. This form initiates the request to make this change to the HOP.

Please Note: If an HOP policy is required by a governing authority such as The University of Texas System Board of Regents (Regents’ Rule), The University of Texas System (UTS Policy) or by federal, state, or local laws, it may not be removed from the HOP.

 INSTRUCTIONS

1. Please complete this form and forward it along with any corresponding documentation to the University Policy Office (“UPO”), Mail Code D9200, or email a .pdf file containing the form/documents to policyoffice@austin.utexas.edu.
2. UPO will review the request and begin the process created for retiring an HOP policy. This involves notification to the Policy Office Advisory Group (POAG), the President’s Office and Legal Affairs. The POAG’s role is not to approve or reject policy retirement, but to ensure the action will not have a negative impact should the policy be retired from the HOP. The Vice President for Legal Affairs will review the request to assure no legal obstacles prevent removal. The President will have final approval.
3. Upon confirmation from the president’s office to remove the policy, UPO will notify the policy owner and executive sponsor and then remove the policy from the HOP website. UPO will also update its webpage to reflect the decommissioning of the policy through a link to “Recent Policy Updates”. UPO website may be found at: <http://www.policies.utexas.edu/>

Any questions about this process may be directed to Betty Brooks at 512-471-0426 or betty.brooks@austin.utexas.edu.

**HOP Policy Removal Request Form**

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| **HOP Policy/Policy Memoranda Title:** | **Policy Number:** |
| **Executive Sponsor:**  | **Phone:**  |
| **Policy Owner:**  | **Phone:**  |
| **Requested Date:**  |  |
|  |  |
| **Request disposition of the HOP Policy to:** |
| **[ ]  Retire the policy/policy memorandum (any further action is noted below)** **[ ]  Retire the policy because it is being consolidated with another policy** **[ ]  Retire the policy and move the contents to the Handbook of Business Procedures or other**  **divisional level/university website.**  **[ ]  Other:**  |
| **Rationale for taking recommended action:** |
|  **[ ]  Content is no longer relevant (Please provide explain in box below)** **[ ]  It fits better with another policy or merging of policies (list policies below)** **[ ]  It does not belong as a governing policy and is better suited relocated to another website** **Location (i.e.- Handbook of Business Procedures or other divisional level/university** **Web site).**  **[ ]  Other:** |
| **Explanation for rationale:** |
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 Policy Owner Date

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 Executive Sponsor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Vice President for Legal Affairs Date

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 President Date