

# **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. In the Review Policy Ranking section below, check the box containing your designation of policy criticality or priority. 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.

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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 RequiredAccurate as Written |  | Policy content has been reviewed and is accurate. Verify linked laws, HOP’s, UTS’s, BOR’s, and/or UT System Model policies have not changed. \*If policy is not in full policy display format (including sections I – XI), it must be updated to this 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 for “HOP Policy Retirement” at: <https://compliance.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. Follow procedural steps for “HOP Policy Retirement” at: <https://compliance.utexas.edu/policy-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 procedural steps for “HOP Policy Retirement” found at: <https://compliance.utexas.edu/policy-process> |



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

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| REVIEW POLICY RANKING BY CRITICALITY OR PRIORITY |
| High |  | Policy considered to have a medium to high probability of adverse effects to UT Austin either as a whole or to a significant college/school/unit level or has not been revised in 11+ years |
| Medium |  | Policy considered to have a low to medium probability of adverse effects to UT Austin either as a whole or to a college/school/unit level or has not been revised in 6-10 years |
| Low |  | Policy considered to have minimal probability of adverse effects to UT Austin either as a whole or to a college/school/unit level or has not been revised in 1-5 years |

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| SIGNATURES |
| Policy Owner: |
| Title: | Date:  |