

UC Policy Library

Document Approval Instructions for Approval Authorities

A comprehensive guide to the UC Policy Library (UCPL) is contained in the [Metapolicy](#) and the [UC Policy Library](#) web pages. The following is a synopsis of the approval process for Approval Authorities.

Background to UC Policy Library

All compliance documents in the UCPL currently sit in a purpose-built 2013 SharePoint platform. This site retains all draft and final versions of documents; final versions are published through to the UCPL web pages on the UC Web.

The UCPL SharePoint platform has been developed in accordance with NZ legislation (Public Records Act 2005), the NZ Universities' General Disposal Authority, and Archives NZ's suggested best practice for document retention and storage.

All documents within the UCPL are assigned an Approval Authority and a Contact Officer.

The **Approval Authority** is the person within the University who has the authority to approve:

- the development of a new compliance document;
- a major review of an existing compliance document; and/or
- amendments to an existing compliance document's content that substantially changes its original intent.

Any **breaches** of a compliance document will, in the first instance, be brought to the attention of the Approval Authority.

The **Contact Officer** is the person within the University who will have the best working knowledge of the document's content and would be best placed to answer any questions in regard to its interpretation and/or implementation. Contact Officers must also have the capacity to carry out the review of the document and facilitate quality consultation.

This is the person within the University who is responsible for a document when it is due for a major review, or when it requires an amendment that is not part of the Policy Unit's responsibility¹.

¹ The Policy Unit is responsible for ensuring all hyperlinks, grammar, formatting, position titles, spelling, and language style are accurate and amended as necessary (i.e., all minor amendments). This will be completed by the Policy Unit as necessary during normal work processes, or may be instigated by advice from the Contact Officer and/or a member of the University's senior management. The Policy Unit will also bring any 'gaps' or conflicts in document content to the notice of the Contact Officer and may provide drafting advice on how to fill the gap or address the conflict.

Document Approval Process: Approval Authority Instructions

1. As the Approval Authority for a compliance document, you will receive an email requesting your review of proposed changes when a major revision of the document has taken place. The **track changes** function will have been used, so it should be easy to spot proposed changes.
2. If you are happy with the proposed changes, and make no amendments simply save the document after opening. If you have any questions or any aspect of the document requires clarification, then please liaise with the Policy Unit and the Contact Officer.
3. If you do make changes to the document, please advise the Policy Unit. The Policy Unit will review the changes to make sure formatting and layout have not been affected by the changes. The Policy Unit will then advise you to take the document to SMT.
4. Once you are satisfied with the document, you will need to submit the tracked changes version to Section B of the SMT papers, for information with an accompanying memorandum summarizing the key changes (for example, scope or application changes, additional sections, clauses or significant alterations to existing content, delegation addition or changes)
5. If the tracked changes version is a significant document, or it is difficult to easily read, an untracked version should also be submitted in the SMT papers.
6. Please advise the Policy Unit when the policy will be going to SMT.
7. After the document has been to SMT (contingent on no issues being raised), you may formally approve the document by emailing the Policy Unit, or by directing the Contact Officer to advise the Policy Unit.
8. If any issues are raised at SMT, please advise the Policy Unit as soon as possible following SMT, or have the Contact Officer advise the Policy Unit of the issue. Please provide any further revisions to the Policy Unit before re-submitting to SMT.

Following Document Approval

1. Advise the Policy Unit that the Policy has been through SMT and can now be published.
2. A Policy Unit officer will conduct a final check of the document and resolve any outstanding or last minute issues before updating the document's metadata and publishing the document live to the UC Web.
3. The Policy Unit officer will then send you and the Contact Officer an email to

confirm that the document is now live and available on the UCPL web pages.

4. The Contact Officer will notify the relevant web administrator/s and stakeholders as appropriate that the document has been updated so that they can amend any information displayed on the web pages they are responsible for to align with the reviewed document.

Useful Notes

1. Information on **how to search the UC Policy Library** can be obtained directly from ucpolicy@canterbury.ac.nz or from the UC Policy Library site: <https://www.canterbury.ac.nz/about/governance/ucpolicy/>.
2. If you want to **work on a document using a Mac, a tablet, a laptop or an iPad** without losing the formatting, you can **'edit the document in browser'**. This is available via the 'drop down menu' function in SharePoint. The same functionality as editing in Word (such as the track changes function) is not available in browser so it is preferable to always edit the document in Word, where possible. If you have questions about this, email ucpolicy@canterbury.ac.nz.