SAMs: Expedited Review Processes

Process for Interim Issuances

Responsible Party/SME
Identifies immediate need for new or revised policy and consults Policy Office

Subject Matter Expert (SME)
Submits draft and Policy Cover Sheet to Policy Office

Policy Office
Provides notice to Policy Advisory Council and submits policy to OGC and executives for approval

Policy Office
If approved, interim policy posted on UHS SAM webpage and communicated to Listserv

Full Review Process
As soon as practicable, policy goes through full review -- see other Flowchart

Process for Legal Changes

OGC
Determines need for legal changes and notifies SME and Policy Office

Subject Matter Expert (SME)
Submits draft and Policy Cover Sheet to Policy Office (after consultation with OGC)

Policy Office
Provides notice to Policy Advisory Council and submits policy to OGC and executives for approval

Policy Office
If approved, revised policy posted on UHS SAM webpage and communicated to Listserv

Process for Housekeeping Changes

Responsible Party/SME
Identifies need for housekeeping changes and consults Policy Office

Subject Matter Expert (SME)
Submits draft redline to Policy Office; changes evaluated by Director of Policy Management

Policy Office
If deemed "housekeeping," provides notice to PAC and submits policy to executives for approval

Policy Office
Posts updated policy on UHS SAM webpage

Process for Minor Changes

Responsible Party/SME/OGC
Identifies minor revision needed to reflect update to process/alignment and consults Policy Office

Subject Matter Expert (SME)
Submits draft and Policy Cover Sheet to Policy Office

Policy Advisory Council (PAC)
Assesses if revisions qualify as minor improvements

Executives
Policy submitted to Responsible Party, VC and Chancellor for approval

Policy Office
Posts revised policy on UHS SAM webpage and communicated to Listserv