

Procedure for Policy on Policies

This procedure outlines the steps for implementing the Policy on Policy Development and Revision.

Step 1:

If the Policy Initiator differs from the Official Responsible for Review, they must send a letter to the Official Responsible for Review, detailing the policy name, number, and the rationale for revising or developing the policy. (Refer to the Policies and Official Responsibilities for Review file in the Related Documents to find the policy number and identify the Official Responsible for Review).

For policies that require revision, the Official Responsible for Review requests the Office of Institutional Research and Assessment (OIRA) at policies@aua.am to provide the policy in Word file format for tracking changes during the revision process. OIRA also provides metadata for the policy.

For new policies, the Word file must be shared with OIRA. The Initiator proposes a name for the new policy, which may be adjusted if necessary. OIRA verifies the metadata with the Executive Team and assigns the policy number.

Time frame for Step 1: within five working days

Note: * Changes to links or sources that specifically reflect updates or amendments in Republic of Armenia (RA) laws, RA Government decrees, or newly adopted RA laws, RA Government decrees, other legal acts, or ratified international agreements do not require stakeholder review, only notification. Minor language adjustments that do not alter the overall meaning of the text must be approved by the Responsible Executive. The date of the update must also be included.

** (New) document(s) can be revised or added to the existing list of Related Documents without needing a policy revision process, as long as notification is provided to the Responsible Executive and approval is obtained from them.

Step 2:

The Official Responsible for Review, in consultation with the Policy Initiator, submits the policy proposal to the Responsible Executive. If the Responsible Executive endorses the development or revision, they send the policy proposal along with the metadata to the Executive Team.

The Executive Team retains the authority to decline the policy development or revision, providing an explanation for their decision. The decision is communicated to the Official Responsible for Review, the Policy Initiator, and OIRA.

If the policy proposal is endorsed, the Official Responsible for Review, if necessary in collaboration with the Policy Initiator, proceeds to revise or draft the policy. Once the draft policy is completed, it is sent to the Responsible Executive with a copy to OIRA.

Time frame for Step 2: within seven working days for policy revision and within 10 working days for a new policy development

Step 3:

The Responsible Executive reviews the policy draft and, if necessary, engages with documented stakeholders to assess the policy's potential impact. Consultations can be conducted by sharing the policy draft with corresponding stakeholders through email, presenting it at meetings, or conducting focus group discussions, among other methods.

Time frame for Step 3: within seven working days

Note: In cases where suggested changes are mandated by executive order, the Responsible Executive, in consultation with the Official Responsible for Review, may choose to bypass Steps 4 and 5 due to the urgency of the required alterations.

Step 4:

The Responsible Executive sends the policy draft to OIRA for posting on the AUA policy review webpage for a period of ten working days. OIRA notifies the Official Responsible for Review, Responsible Executive, and the AUA community of policy revision or development once it is available online at the AUA policy review URL (<https://aua.am/policyreview>).

Time frame for Step 4: within three working days

Note: If the policy is under revision, the following line should be added on [policies.aua.am](https://aua.am/policyreview): 'Note: This policy is under revision'.

Step 5:

Once the ten-working-day public comment period concludes, OIRA forwards the comments to the Official Responsible for Review and Responsible Executive. The Official Responsible for Review reviews all feedback from the AUA community and, if necessary, collaborates with the Responsible Executive for the final review. Revisions to the policy draft are made as needed.

Time frame for Step 5: within seven working days

Step 6:

The Official Responsible for Review shares the final policy draft with the Approving Body for their review, input, and pre-approval, as well as with OIRA for reporting purposes.

Time frame for Step 6: within 15 working days

***Note:** When changes are limited to a specific area of the policy or a line item or two, the Approving Body should review and pre-approve solely these specific lines separately from the remainder of the document and the policy contained therein. If the Approving Body has observations on other sections or aspects of the policy, Step 1 must be followed once the policy revision is complete.*

Step 7:

The policy draft is reviewed by the Approving Body and may result in one of the following outcomes:

1. Reject with an accompanying explanation.
2. Approve without revisions: the policy draft is sent by the Approving Body to the Responsible Executive, Official Responsible for Review, and OIRA.
3. Return with comments: the policy draft, accompanied by clearly outlined comments, is returned to the Responsible Executive, Official Responsible for Review, and OIRA. The Official Responsible for Review reviews the comments and, if necessary, collaborates with the Responsible Executive for the final review. Once the review is complete, Step 6 of the process is revisited.

In outcome 3, the policy draft with comments is returned by the Approving Body to the Responsible Executive, Official Responsible for Review, and OIRA for further consideration of additional discussion and exploring ways to address comments and observations from the Approving Body. Step 6 is revisited as part of this process after incorporating the initial comments received from the Approving Body.

Time frame for Step 7: within seven working days

Step 8:

Once the policy draft is approved by the Approving Body, the Responsible Executive adds it to the agenda for the Executive Team meeting. OIRA completes the Policy Approval Form and submits it to the Executive Team, with the initial signature from the Approving Body. After the Executive Team (and the Board of Trustees, if applicable) approves the policy draft, the signed and dated Policy Approval Form, is returned to OIRA for archiving and publication on the AUA Policies webpage (<https://policies.aua.am>).

Time frame for Step 8: within ten working days

Step 9:

OIRA notifies AUA stakeholders of any additions, revisions, or changes to the policy and/or related document(s).

Time frame for Step 9: within three working days