Procedure for "Policy on Policies"

The below-stated procedure defines the steps for the implementation of the **Policy on Policies** related to Policy Development and Policy Revision

Step 1:
The Policy Initiator submits notification of a request to develop or revise a policy to the most relevant AUA unit office, who identifies and contacts the right Responsible Executive for the policy area.

The Responsible Executive identifies a Responsible Office and informs it about the procedure for establishing or revising policies. The Responsible Executive alerts the Executive Team to add the policy development/revision initiation to the weekly agenda. The Responsible Office asks the OIRA to identify and provide relevant existing policy(ies) from the policies data base. The OIRA may also provide additional suggestions on relevant metadata for the process, and initiate a Policy Approval Form.

The Responsible Office ask the Responsible Executive to submit the policy proposal with possible recommendations of metadata to the Executive Team for review and for alignment with the university mission.
Time frame: _within 1st weekly Executive Team meeting after Policy Initiator submission._

> ***Note:** changes to links/sources that specifically reflect updates and/or amendments in the Republic of Armenia (RA) laws and RA Government decrees, or refers to newly adopted RA laws and RA Government decrees, other legal acts, or ratified international agreements do not require stakeholders' review, only notification. Date of update must also be added.

Step 2:
If the policy proposal is endorsed by the Executive Team for further development or review, the Responsible Office begins drafting or revising the policy. If it is not approved, the Responsible Office informs OIRA and the Policy Initiator about the basis for this decision by the Executive Team.
Time frame: _within one week the Responsible Office, in collaboration with the metadata defined stakeholders, develops a draft policy._

Step 3:
The Responsible Executive reviews the draft policy and, if needed, consults with the documented stakeholders regarding the policy's likely impact.
Time frame: _within one week the Responsible Executive solicits input from the defined stakeholders._

Step 4:
The Responsible Office will send the draft policy to OIRA to be posted on the AUA policy review URL (https://aua.am/policyreview). The Responsible Office will also notify the AUA community of policy revision or development.

OIRA will notify the Responsible Office as soon at the AUA policy for review is online and accessible from the AUA policy review URL, so that the Responsible Office can notify the AUA community.

Time frame: _within three working days. Post on website for one month._

Step 5:
All input from the AUA community (including OIRA's input) is considered by the Responsible Office and the Responsible Executive for final review. Revisions to the draft are made as appropriate.
Time frame: _within one week._

Step 6:
The Responsible Office shares the final draft with the Approving Body(ies) for their review, input and pre-approval.
Timeframe: _within one week._

Step 7:
Once the policy is reviewed and pre-approved by the Approving Body(ies), the Responsible Executive asks OIRA to forward an electronic copy of the final draft and any tracked changed versions to the Responsible Executive.
Time frame: _within three working days._

Step 8:
The Responsible Executive will review the final draft; if s/he has no additional questions for the Approving Body(ies), s/he will place the draft on the agenda for the next Executive Team meeting.
Time frame: _within one week._

Step 9:
Once the policy draft is approved by the Executive Team (and the Board of Trustees when needed), the completed signed and dated policy approval form will be forwarded to the OIRA for archiving and publishing.
Time frame: _within three working days._

Step 10:
The OIRA archives copies of signed and dated policy and publishes the new/revised policy on the University's Policy website (https://policies.aua.am) and intranet website (https://intranet.aua.am/policy). In case of inconsistences in the policy text or relevant documents between the AUA Policy website and intranet postings, the AUA Policy website information shall prevail.
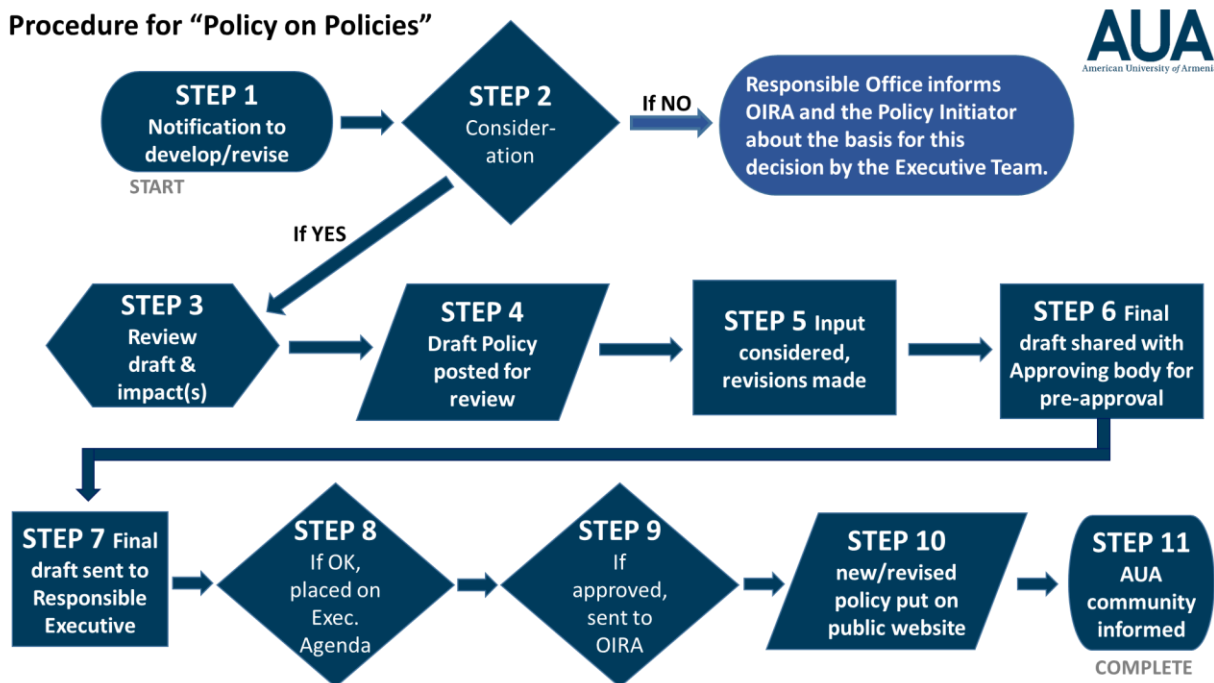**Time frame: _within three working days._**

Step 11:
The Responsible Executive informs the AUA community of the policy change.
Time frame: _within three working days._

Flowchart depicting the Procedure for "Policy on Policies"