

[Administrative Policies](#)[ARSA Policies](#)[Help](#)[About](#)

## Administrative Policy Help

The Administrative Policy Library was transitioned to the Division of Strategic Support in January 2007. Since that time, the division has redeveloped the process for approving and publishing administrative policies. When Strategic Support was reorganized and changed to the Division of Institutional Effectiveness in 2011, they continued with this way of processing policies. This process includes a routing procedure that more systematically documents policy actions and which provides for appropriate engagement of all senior leaders in adopting new policies or major revisions to policies. Such policy actions require the endorsement of President's Cabinet prior to approval by the President. Minor revisions to policies, decommissioning of policies, and transfer of ownership of policies do not require leadership endorsement but must be approved by the responsible Cabinet member and the President.

Another feature of the new process is a policy template that is more standardized to that of the ARSA policies. Transitioning the old policies to the new template is ongoing.

Units wishing to route policies for **any** actions should use and follow the instructions of the [Policy Routing Form](#). Units wishing to route new policies should use the [Policy Template](#).

For additional information and guidance related to the GHSU Administrative Policies, contact

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