



UNITED ARAB EMIRATES UNIVERSITY

Section: UNI-GEN

Procedure Number: UNI-GEN-01-02

Supporting Policy Number: UNI-GEN-01

Date Approved: 8 Novemeber 2006

Effective Date: 8 Novemeber 2006

Date Last Revised:

Responsible Office: Vice Chancellor

Procedure for Writing and Revising Procedures

Major Procedural Changes in This Release

This is a new procedure.

Guidelines

- The University Procedure Template is the standardized format for all University procedures maintained by the Office of the Vice Chancellor. A soft-copy can be downloaded on the University By-Law, Procedures and Procedures website.
- The title of the procedure should clearly describe the purpose of the procedure for its readers.
- Include these sections for writing or revising a procedure, when applicable:
 - **Major Changes in this Release:** When the procedure is new, state this. When it is a revision, briefly explain what the change is and in what section(s) of the procedure.
 - **Compliance:** When the procedure is to be in compliance with another entity's laws, regulations or policies(e.g. Minister of Finance, UAEU Law, etc.), reference should be made to that law, regulation or policy.
 - **Guidelines:** These define non-task features of a procedure such as format, computer systems, templates, or forms or other requirements of the procedure.
 - **Timing:** Timing is used when it is critical to timely performance of the procedure. This may be the frequency of the procedure (e.g., monthly, annually, daily, etc.), a timeframe (e.g., fall term, before the start of the academic year, etc.), or a specific due date.
 - **Application:** Those responsible for performing any part of the procedure. Use department or office names, or titles instead of individuals' names.

- **Steps of the Procedure:** A numerical sequence of the tasks involved in performing the procedure written in active sentence format: subject – active verb – direct object (receiver of the action). Precede the sentence with any conditions (refer to Step #1 in the below procedure for an example of a condition).
 - **Definitions:** Terms that are unique to the procedure or acronyms that are used.
 - **Related Policies or Procedures:** Reference written policies or procedures that precede or follow the procedure or are impacted in some way by this procedure.
 - **References:** Any available user manuals or websites that provide additional information in performing the procedure.
 - **Flowchart:** A diagram of the steps of the procedure.
 - **Attachments:** Includes any forms or templates that are used in performing the procedure.
- When revising a previously approved procedure, obtain the soft-copy of the procedure from the Office of the Vice Chancellor; this will ensure the last approved procedure is used for the revision.
 - The header of the new procedure is completed by the Office of the Vice Chancellor. For revised procedures, the Office of the Vice Chancellor completes the 'Date Approved' and 'Effective Date.'
 - The footer should include the procedure number so it appears on each page of the procedure.
 - Procedures are maintained in two languages, English and Arabic. The Vice-Chancellor's Office will review all translation.

Application:

This procedure applies to any University employee (faculty or staff) who writes University procedures for their college, department, or unit.

Steps of the Procedure

1. The proposer of a procedure (revision or new) takes his suggestion to his dean or director.
2. The dean or director will discuss the proposed suggestion with his division head.
3. If the division head is in agreement with the proposed suggestion, he will assign responsibility for drafting the proposed procedure or revision to an existing procedure.
 - If the division head does not agree with the proposal, the dean or director is advised of the rejection.
4. The division head distributes the draft proposal to the Provost and his executive staff for comment.
5. The division head will request the proposed procedure or revision be on the next Provost's executive staff meeting agenda for discussion and action.
 - If the procedure is not accepted, it will be returned by the Provost to the division head with explanation for the decision.
6. Following approval by the Provost's executive staff, soft and hard copies of the approved versions of the proposed procedure will be forwarded to the Vice Chancellor (VC) by the Provost.

7. The Vice Chancellor reviews and approves the proposed procedure, both English and Arabic versions.
 - If the Vice Chancellor rejects the proposed procedure, it is returned to the Provost and his executive staff.
8. Once approved by the Vice Chancellor, the VC's Office will ensure that the procedure header and footer are completed, and publish and distribute the approved procedure.

Publication

Upon receipt of the approved procedure, the Office of the Vice Chancellor will:

- ♦ Publish the procedure (Arabic and English versions) in the web-based Procedure and Procedure Manual
- ♦ E-mail the approved version, soft-copy policy (Arabic and English versions) to the management team (deans, directors, and managers)

Definitions

Header: The first section of the procedure before the 'Procedure Statement.' This includes:

- Section
- Procedure Number
- Supporting Policy Number:
- Date Approved
- Effective Date
- Date Last Revised
- Responsible Office
- Title

Section: A two-part code assigned by the Office of the Vice Chancellor that categorizes the procedure by a) Responsible Division or Department and b) Type. New codes are generated by the Office of the Vice Chancellor.

Date Approved: The date the Vice Chancellor signed the procedure. The Office of the Vice Chancellor completes this information.

Effective Date: The date the procedure becomes effective.

Date Last Revised: The date that the last revision of the procedure became effective. This provides a cross-reference for the purpose of auditing, compliance, and procedure history.

Responsible Office: The office that has responsibility for implementation of and changes to the procedure.

PROCEDURE TEMPLATE



UNITED ARAB EMIRATES UNIVERSITY

Section: AAA-AAA
Procedure Number: AAA-AAA -##-##
Supporting Policy Number: AAA-AAA -##
Date Approved: dd Mmm yr
Effective Date: dd Mmm yr
Date Last Revised: dd Mmm yr
Responsible Office:

Title

Major Procedural Changes in This Release

Compliance

Guidelines

Timing

Application

Steps of the Procedure

Definitions

Related Policies and Procedures

References

APPROVED:

Vice Chancellor

Date

Procedure for Writing and Revising Procedures

