UC Policy Library
Document Review Instructions for Contact Officers

A comprehensive guide to the UC Policy Library (UCPL) is contained in the *Metapolicy (PDF, 406KB)*. The following is a synopsis of the review process for Contact Officers.

Background to UC Policy Library

All compliance documents in the UCPL currently sit in a purpose-built 2010 SharePoint platform. This site retains all draft and final versions of documents; final versions are published through to the UCPL web pages on the UC Web.

The UCPL SharePoint platform has been developed in accordance with NZ legislation (Public Records Act 2005), the NZ Universities' General Disposal Authority, and Archives NZ's suggested best practice for document retention and storage.

All documents within the UCPL are assigned a Contact Officer and an Approval Authority.

The **Contact Officer** is the person within the University who will have the best working knowledge of the document's content and would be best placed to answer any questions in regard to its interpretation and/or implementation.

This is the person within the University who is responsible for a document when it is due for a major review, or when it requires an amendment that is not part of the Policy Unit's responsibility[1].

The **Approval Authority** is the person within the University who has the authority to approve:

- the development of a new compliance document;

- a major review of an existing compliance document; and/or

- amendments to an existing compliance document's content that changes its original intent.

Any **breaches** of a compliance document will, in the first instance, be brought to the attention of the Approval Authority.

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[1] The Policy Unit is responsible for ensuring all hyperlinks, grammar, formatting, position titles, spelling, and language style are accurate and amended as necessary (i.e., all minor amendments). This will be completed by the Policy Unit as necessary during normal work processes, or may be instigated by advice from the Contact Officer and/or a member of the University's senior management. The Policy Unit will also bring any 'gaps' or conflicts in document content to the notice of the Contact Officer.

Document Review Process: Contact Officer Instructions

1. As the document's Contact Officer, you will receive an email three months (90 days) prior to the review date, requesting that you commence the document's review. The Policy Unit will check in with you every 30 days until the review is complete.

2. The email/s will contain a hyperlink to the document, sitting in the UCPL SharePoint site. This link will open the latest version of the document in a Word document format. We suggest you use IE as this browser works best with the UCPL's SharePoint functionality.

3. You can make amendments to the document using the **track changes** function (in the Review tab). These will be automatically saved back into the SharePoint platform when you save the document[2]. The document will be reviewed by the Policy Unit prior to going to the Approval Authority (where necessary) and publishing, so if you have questions please use the **comment** function to include these.

4. During the review it is important that you consult with relevant stakeholders. What is required in terms of consultation will depend on the document and the nature of the changes you are proposing.

5. Once you are happy with the changes and comments you have made, and have consulted where necessary, please ensure that the latest version of the document has been saved and then email the Policy Unit to notify them that your review is complete.

6. The Policy Unit will liaise with you regarding whether the Approval Authority needs to review the document, and to set the next review date.

NB: If a document needs a review completed prior to the listed review date simply contact the Policy Unit, who can work with you to complete the review. The process to review/make amendments to the document will be the same as above.

Following Document Review

1. A Policy Unit officer will review the tracked changes; check the document for formatting, grammar and spelling; and ensure the document's language and content is in keeping with the UCPL style requirements. Where there are inconsistencies with other compliance documents these will be addressed.

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[2] All drafts of compliance documents and final versions as displayed through the UC Policy Library on the UC Web will be retained using SharePoint to be compliant with the Public Records Act 2005, and the Universities' General Disposal Authority, which states, at section 5.8.1 'Development and maintenance of policies and procedures', to archive policies and procedures 10 years after the last date of action.

2. If the document requires an Approval Authority to authorise the proposed amendments, the Policy Unit will liaise with the Approval Authority and request that the Approval Authority reviews the amendments and/or adds amendments.

3. Once satisfied with the document, the Approval Authority will take it to SMT for information. If there are no further points to resolve then the Approval Authority may formally approve the document.

4. A Policy Unit officer will conduct a final check of the document and resolve any outstanding or last minute issues before updating the document's metadata and publishing the document live to the UC Web.

5. The Policy Unit officer will then send you and the Approval Authority an email to confirm that the document is now live and available on the UCPL web pages.

6. As the Contact Officer you will be responsible for notifying the relevant web administrator/s and stakeholders as appropriate that the document has been updated. They can then amend any information displayed on the web pages they are responsible for to align with the reviewed document.

   (Please note: only links to the authoritative version of any document within the UCPL web pages should be used. Administrators should not download a copy and place it on any other web pages as UCPL documents are fluid and will often have minor changes made in between review dates).

Useful Notes

1. Information or training on **how to use SharePoint in general** is available from https://share.canterbury.ac.nz/ICTServices/UCSUG/Wiki/Training.aspx.

2. Information on **how to use the UC Policy Library** can be obtained directly from www.canterbury.ac.nz/ucpolicy, or by emailing the Policy Unit at ucpolicy@canterbury.ac.nz.

3. If you want to **work on a document using a Mac, a tablet, a laptop or an iPad** without losing the formatting, you can **'edit the document in browser'**. This is available via the 'drop down menu' function in SharePoint. The same functionality as editing in Word (such as the track changes function) is not available in browser, so it is preferable to always edit the document in Word, where possible. If you have questions about this, email ucpolicy@canterbury.ac.nz.