Operating Policy and Procedures
# Quick Guide for Policy Owners

Operating Policies are managed through PolicyStat. The link to login can be found on Angelo State University's Operating Policies [webpage](#).
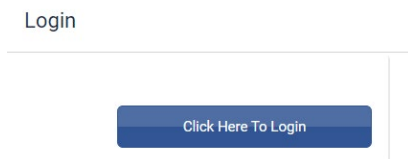
- Click on "Search ASU Policies and Procedures"

> Angelo State University's policies and procedures are managed with PolicyStat.
>
> **SEARCH ASU POLICIES AND PROCEDURES**

- Click on "Login' at the right-hand side

> On ⬤ New PolicyStat ❓   Help   Login
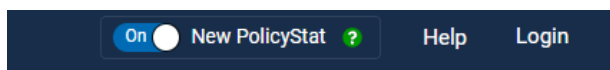
- A login window will pop up. "Click Here to Login"

> Login
>
> Click Here To Login

- Sign in using your username (jdoe56@angelo.edu) and click "Next"
- Enter your password and click "Sign In"

Overview of the Procedures:

For information regarding the process for operating policies please see: **OP 02.04 Operating Policies and Procedures**.

1. The edit/review process of a policy begins with the assigned owner. Once the owner completes an update it will be submitted for approval through the appropriate workflow. Workflows are set up according to the "Review" section of the OP.

2. Most approval workflows will begin in the Provost's Office with the OP representative. It is at this level a determination will be made if a change is substantive with the assistance of the policy owner or appropriate VP. This will ensure the correct workflow is chosen. All substantive changes must be approved by the President.

3. The PolicyStat template must be used.

4. Some policies have a SACSCOC tag, therefor, the standards need to be reviewed before changes are made to the policy.

5. Once the owner begins the workflow process, the Provost OP representative will approve the OP so that it can continue through the approval process. If the policy was required to be posted for 5 working days, once that time period has expired the Provost OP representative will approve or reject the OP as appropriate. Any issues, comments, or concerns that are received will be entered in the comments section prior to approving or rejecting.

6. The Provost OP representative is the final step in the approval process. Some policies need to be approved by the Board of Regents. The OP representative will create a Board Motion and once the BOR has approved the policy the OP representative will give final approval. Once the policy receives final approval the OP will be live.

Note: If you need to attach a form that can be filled out, these are placed at the bottom of the OP with a Link (ex. Link A: Timesheet), please do not attach as an "attachment" since these forms are available in Ramport. Attachments may be uploaded and used for informational handouts only.

Operating Policy and Procedures
New Policies

See: **OP 02.04 Operating Policies and Procedures**

1. A new policy begins with the owner. The owner will contact the Provost OP representative to determine the appropriate policy number, the naming standard, and the appropriate workflow. The PolicyStat template must be used. Once the owner completes the new policy it will be submitted for approval through the workflow.

2. The Provost OP representative will post a draft of the new OP on the ASU website on the Policy Drafts page. Once a draft is posted, an email will be sent to everyone@angelo.edu to notify the ASU community of the upcoming policy.

3. Once the draft has been posted for 5 working days, the Provost OP representative will approve or reject the OP as appropriate. Any issues, comments, or concerns that are received will be entered in the comments section prior to approving or rejecting. If approved, the OP will continue through the workflow process. If rejected, the OP will be returned to the owner for revisions. Once the revisions are made, the process begins again.

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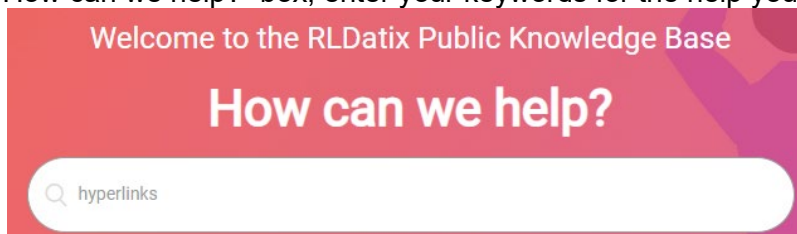# Operating Policy and Procedures
PolicyStat Help

PolicyStat has a very good help section. Please go there first for help with working in PolicyStat.

At the top right corner of the PolicyStat homepage (near you name) is the Help button. Click the button and then click on SupportHUB in the drop-down menu.
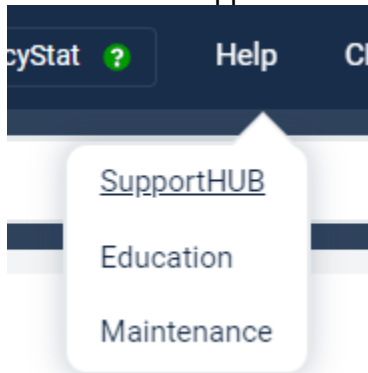
A new window will open.

In the "How can we help?" box, enter your keywords for the help you are looking for.

A list of help items will appear.