Definitions

Document Owner -- the person who will be responsible for policy & procedure creation in the system, reviewing the document for revisions at review intervals, making the needed necessary changes to the document and submitting for review

Reviewer -- Is the person who will be required to review submitted documents, and provide feedback and comments regarding the document; document will not forward for approval until reviewer has marked the document as reviewed.

Approver -- the person who will serve as the final approver for the document; approvers can make comments and deny or push the document back to the document owner; once approved the document is set to approve

Readers -- persons who will be required to read the approved document at specified intervals; can be set to Everyone, or to specific department

Note: Nomenclature will flow by level, so a Equity/Diversity Policy from the office of human resources would 2.2.1 for example, in accordance to the type of nomenclature utilized by the University System of Georgia Policy Manual

Note: The Review Interval -- how often the document should be reviewed for corrections, updates based on organizational changes, etc… -- will be set to annually by default.

Example Provided Below, see Business & Financial Affairs

Nomenclature		NOMENCLATURE/ORGANIZATION & DOCUMENT OWNERSHIP
		Policy & Procedure Manager Software
2.0		**2. Institutional Governance (ex: 2.0)**
	2.1	.1 Presidential Mandates/General University (ex: 2.1)
	2.2	.2 Legal & Governmental Relations (ex: 2.2)
	2.3	.3 Human Resources
	2.4	.4 Internal Audit & Advisory Services
	2.5	.5 Institutional Research, Planning, & Advisory Services
	2.6	.6 University Advancement
	2.7	.7 Computer Services
	2.8	.8 Public Safety
3.0		**3. Academic Affairs**
	3.1	.1 College of Business Administration
	3.2	.2 College of Sciences & Technology
	3.3	.3 College of Liberal Arts & Social Sciences
	3.4	.4 School of Teacher Education
	3.5	.5 Sponsored Research Administration
	3.6	.6 University College/Center For Academic Success
	3.7	.7 Library & Media Services
	3.8	.8 International Education
	3.9	.9 Radio Station
	3.1	.10 Quality Enhancement Plan
4.0		**4. Student Affairs**
	4.1	.1 Student Life
	4.2	.2 Residential Services & Programs
	4.3	.3 Student Programs & Organizations
	4.4	.4 Student Development
	4.5	.5 Enrollment Services
5.0		**5. Athletics Administration**
	5.1	.1 Team Management
	5.2	.2 Compliance
	5.3	.3 Business Operations
	5.4	.4 Media Relations
	5.5	.5 Academic Advisement
6.0		**6. Title III**
7.0		**7. Business & Financial Affairs**
	7.1	.1 Auxiliary Services
	7.2	.2 Bursar
	7.3	.3 Comptroller
	7.4	.4 Financial Aid
	7.5	.5 Plant Operations
	7.6	.6 Project Coordination
8.0		**8. Miscellaneous**