

Records & Publications

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Copyright

Please see [Copyright](#) for more information.

Georgia Tech Library Policies and Guidelines

The Georgia Tech Library is governed by policies of the Institute, the Board of Regents, and laws of Georgia and the United States. Library policies apply to the Library and are not intended to replace broader policies governing the Institute as a whole. Where no specific library policy exists, policies of the Institute or the Board of Regents are in effect. Policies of the Institute or Board of Regents serve as the authority in cases where there is any apparent conflict.

Click [here](#) for more information about Library Policies.

Graduate Thesis and Dissertation Publication

Please see Graduate Student Policies on "[Publication of Theses](#)" and "[Policy on Advisement and Appointment of Thesis Advisory Committees](#)" for more information about Thesis Publication and Submission.

Information Services

For general information on Information Systems and Services at Georgia Tech: See www.oit.gatech.edu

For Information Technology Policies see <http://www.oit.gatech.edu/service/information-security/security-policies-standards-and-procedures>

Library Services

Click [here](#) for comprehensive information on the Georgia Tech Library services and resources.

Open Access Policy

For information on the Open Access Policy, please see:

- [Open Access Policy](#)

Policy on Institute Policies

Policy Book: Records & Publications

Type of Policy: Administrative

Effective Date: Oct 2012

Last Revised: Feb 2015

Review Date: Jan 2021

Policy Owner: Ethics, Compliance & Legal Affairs

Contact Name: Kelly Cross

Contact Title: Policy Manager

Contact Email: kelly.cross@gatech.edu

Reason for Policy:

Recognizing the need for a common, consistent, and transparent process for Institute policies to be thoroughly reviewed, maintained, and made available to the campus community, Georgia Tech has adopted this Policy on Institute

Policies (also known as the Institute Policy Development and Life Cycle Process) to promote policy awareness, compliance, and accountability.

Policy Statement:

Institute policies at Georgia Tech must have Institute level approval. In order to do this, Institute policies need to be reviewed and approved by the appropriate committees and authorizing bodies. All Institute policies will be reviewed and approved as described below (Procedures: Institute Policy Development & Life Cycle Process).

As part of this process, each Institute policy will be made available in the appropriate forum for comment from the campus community. The Policy Steering Committee will ensure that Institute policies that affect both academic and administrative constituents receive cross-comment from those constituents.

Once an Institute policy has been approved, it will be published and made publically available on the Policy Library. Campus-wide announcements will be made for new policies or changes to policy, when appropriate.

All Institute policies will be subject to review by the Policy Owner every three years after adoption or substantial revision, or when there is a change in applicable law, regulation, or Board of Regents policy, whichever comes first.

Scope:

This policy applies to all Georgia Tech faculty and staff members.

Definitions: Procedures:

Step 1. Determine Policy Scope and Type	
<i>Policy Scope and Type</i>	<p>Scope: The Policy Steering Committee can help a Policy Owner or Champion determine if a policy is an Institute or a department policy. Only Institute policies are approved using the Institute Policy Development and Life Cycle Process. Departments have their own procedures for approving their department policies.</p> <p>Type: The Policy Steering Committee determines whether an Institute policy is Academic or Administrative.</p>

Step 2. Initiate Policy Development	
<i>For new or substantial revision to Institute Policy only</i>	<p>If the proposed policy is either a new Institute policy or a substantial revision to an existing Institute policy then:</p> <ul style="list-style-type: none"> • Policy Owner or Champion completes a policy development and communication tracking sheet. • Policy Owner or Champion submits policy development and communication tracking sheet to the Secretary of the Faculty (Academic Policy) or Institute Policy Specialist (Administrative Policy). • Policy Steering Committee reviews policy development and communication tracking sheet to confirm: (i) Institute policy type (Academic or Administrative); (ii) substantial v. editorial revision;

Step 2. Initiate Policy Development	
	(iii) whether policy/revision is needed; and (iv) whether expedited review is needed.

Step 3. Policy Process Tracks	
<i>Academic Policy Tracks</i>	The policy review process for Academic Policies is established and administered by the Faculty of Georgia Tech. There are two standard policy approval tracks for Academic Policies: <ul style="list-style-type: none"> • Faculty Handbook • Student Regulations
<i>Administrative Policy Track</i>	The policy review process for Administrative Policies is established and administered by the Institute Policy Steering Committee. There is one standard policy approval track for Administrative Policies: <ul style="list-style-type: none"> • Administrative Policies
<i>Flow Chart</i>	For information on how all three of these Institute policy approval tracks interact with one another, please see the complete Institute Policy Development and Life Cycle Process flowchart .

Step 4. Policy Publication and Communication	
<i>Policy Publication</i>	Once adopted, Institute policies are published in the relevant section of the Policy Library, as well as highlighted in the Policy Library's Recently Updated Policies section.
<i>Policy Communication</i>	All new or substantial revisions to Institute policies are communicated to the campus community through a standard policy communication plan that includes various print and electronic publications. While it is primarily the responsibility of the Faculty Statutes Committee, the Student Policy Owner, or the Administrative Policy Owner to identify if more targeted policy communications are needed, Institute Communications and the Institute Policy Specialist will work closely with these groups to develop more targeted communications strategies, if needed.

Step 5. Policy Review	
<i>Review Cycle</i>	All Institute policies should be reviewed by the Policy Owner every three years after adoption or substantial

Step 5. Policy Review	
	<p>revision, or when there is a change in applicable law, regulation, or Board of Regents policy, whichever comes first.</p> <p>The Policy Steering Committee will coordinate three year policy reviews to be conducted by the Faculty Statutes Committee, Student Policy Owner, or the Administrative Policy Owner. This does not prevent more frequent review of policy by the above individuals, if desired.</p> <p>After review, if a substantial revision must be made to a policy, begin again at Step 2.</p>

Forms: [Policy Deveopment and Communication Tracking Sheet.docx](#)

Form Links:

[Policy Development and Communication Tracking Sheet](#)

[Policy Template](#)

Frequently Asked Questions: [Policy FAQs](#)

Responsibilities:

Legal Affairs and Risk Management

Legal Affairs and Risk Management is responsible for maintaining the Policy Library.

Policy Steering Committee

The Policy Steering Committee is responsible for:

- Overseeing the Institute Policy Development and Life Cycle Process.
- Determining Institute policy need and type (Academic or Administrative) and whether revisions are editorial or substantive.
- Reviewing and approving new Administrative Policies and changes to current Administrative Policies, as described in the Institute Policy Development and Life Cycle Process.
- Facilitating communication between Academic and Administrative Policy stakeholders during policy review.
- Ensuring that there is an effective and appropriate communication plan in place to make the affected campus constituents aware of Institute policy changes.

Enforcement:

All faculty and staff members must abide by this policy in the development of Institute policy. If a faculty or staff member violates this policy, the member must begin work with the Institute’s Policy Specialist to correct the policy violation within three months of awareness or notice of violation.

Related Information:

[Policy Steering Committee](#)

[Institute Policy Development and Lifecycle Process Flowchart](#)

Related Documents: [Institute Policy Tracks Flowchart 1-7-15.pdf](#)

Policy History:

Revision Date	Author	Description
01-07-2015	Legal Affairs and Risk Management	Revisions
10-01-2012	Legal Affairs and Risk Management	New Institute Policy