HANDBOOK OF OPERATING PROCEDURES (HOP)
REVIEW PROCESS

**Step 1: HOP Coordinator**
will attach current policy and sends to **Policy Owner**.

**Step 2: Policy Owner**
reviews and requests stakeholder feedback:
1.) Confirm policy is up to date
OR
2.) Attach revisions

**Step 3: Policy Owner**
sends revisions to **VP** for approval.

**Step 4: Policy Owner**
sends policy to **HOP Coordinator**.

**Step 5: HOP Coordinator**
sends policy to **HOP Committee** for review.

- **Approve**
- **Reject with comments**
- **Approve with comments and/or edits**

**Step 6: HOP Committee**
sends all edits, comments, approvals or rejections to **HOP Coordinator**. Note: In the event of a controversial policy where several comments or questions arise, a committee meeting will be convened for further discussion and approval.

**Step 7: HOP Coordinator**
sends draft to **Legal** for review and approval.

**Step 8: HOP Coordinator**
sends approved redlines to the **President's Office** for approval.

**Step 9: HOP Coordinator**
updates HOP website and notifies **Policy Owner** of approval.

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