

## UW-W Practice Directive & Procedure

<b>Division:</b> Administrative Affairs
<b>Department:</b> Administrative Affairs
<b>Contact Information:</b> Vice Chancellor of Administrative Affairs / Grace Crickette / (262) 472-1922 / cricketg@uww.edu
<b>Effective Date:</b> July 1, 2018
<b>Revised Date:</b> (Insert)

### Authority:

UW System Practice directive and procedure: [UW System Administrative Procedure 1.A: UW System Administrative Practice directive and procedure Template](#) , [UW System Administrative Procedure 1.B: UW System Administrative Procedure Template](#)

### Objective:

The University of Wisconsin-Whitewater is committed to establishing and maintaining institutional best practices. In support of this commitment to conduct the business of the University and its campus community in a consistent and orderly manner, we will work to develop practice directives and procedures to make our Administrative processes and practices more effective, and so that procedures are understood by the campus community.

Practice directives aim to make simple compliance with UW System or campus policies, State Statutes, and other legal requirements. Practice directives and procedures are guiding principles for decision-making and related processes at all levels of the organization.

They serve the purpose of:

- standardizing Administrative processes
- encouraging transparency
- ensuring easy access to resources and other important information
- aiding in promoted understanding of University compliance as well as UW System, State and Federal policies

### Statement:

This UW-W Practice Directive & Procedure document, as well as the corresponding UW-W Practice Directive & Procedure Process document, explain what practice directives and procedures are, and how to create one.

The Quality Assurance Improvement Manager, in conjunction with the Vice Chancellor of Administrative Affairs, is responsible for reviewing and publishing practice directives and procedures for the campus. Finalized and approved practice directives and procedures can be found on [Administrative Affairs' Practice Directive and Procedures website](#), which is continuously updated and maintained by the Quality Assurance Improvement Manager.

For more information, please contact the Quality Assurance Improvement Manager, via email at [stokesa@uww.edu](mailto:stokesa@uww.edu) or by telephone at (262) 472-1772.

### Procedures:

[UW-W Practice Directive & Procedure Process](#)

[UW-W Practice Directive Template](#)

[UW-W Procedure Template](#)

### Searchable Words:

Practice Directive, Procedure, Guidelines, How to Create a Practice Directive, How to Create a Procedure, University Best Practices.