



Roles within PolicyTech

Document Role	Description of Role within PolicyTech	Additional Information
OWNER	<ul style="list-style-type: none">• Create the document (use of TCU Policy Template)• Assign Writers, Reviewers, Approvers, and Readers• Write the document content or assign another user to write it• Manage the document through the review and approval process, making revisions as necessary An OWNER can also do the following: <ul style="list-style-type: none">• Submit the document directly to approval if no required reviewers are assigned• Set the document as approved if assigned the “approves own document” role• Modify the assigned readers of published documents• Archive the document	Responsible for policy implementation and training
WRITER	<ul style="list-style-type: none">• Write or collaborate in writing a document (can invite one or more writers to collaborate on a document)• A WRITER can edit an assigned document for as long as it is in the Draft status• A WRITER cannot access or change any of the document’s properties (assignments, roles, permissions, etc.)	
REVIEWER	<ul style="list-style-type: none">• Review documents (can have more than one reviewer for a specific document)• A REVIEWER can accept an assigned document as is, revise it , or decline it• Those assigned the REVIEWER role are typically subject matter experts and managers	A user must have been assigned the REVIEWER role before you can assign that user to review a document
APPROVER	<ul style="list-style-type: none">• Approve documents (at least one approver must be assigned to a each document)• An APPROVER can accept an assigned document as is, revise it , or decline it• Those assigned the APPROVER role are typically those in roles with top-level approving authority—they give approval to publish the final draft of a document	
READER	<ul style="list-style-type: none">• A READER can see all published documents whose security is set to All Users	Recommended to select READERS by department or job title