


Editorial Affairs Process

Process Definition



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1. SUMMERY

- 1.1. This document defines the process of applying editorial controls on the internal and external correspondence.
- 1.2. The relationship between this process and the other processes within the Tishk International University management system is illustrated in the process flow map included in the [Quality Manual Doc IU.QM.IN.001E].

2. REVISION AND APPROVAL


This procedure is prepared, reviewed and approved as follows.

Prepared by	Reviewed by	Approved by
Rasha Alkabbanie	Dr. Wasfi Kahwachi	Dr. Idris Hadi Salih

#	Date of Issuance	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	25/12/2017	0	3 years	Original Release	Rasha Alkabbanie	Dr. Wasfi Kahwachi	Dr. Idris Hadi Salih

3. PROCESS DEFINITION

- 3.1. The purpose of this process is to provide internal correspondence and assistance about the correspondence to all secretaries in the faculties.

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4. PROCESS OBJECTIVES AND METRICS

- 4.1. Process objectives for this process are defined in the “Quality Objectives of Tishk International University” document.
- 4.2. In addition, each objective has at least one metric (or KPI) with which management can measure the effectiveness of the process. These are also defined in the “Quality Objectives of Tishk International University” document.
- 4.3. The targets of each objective are determined in October of every academic year.
- 4.4. The achievement of the quality objectives are discussed in the Management Review Meeting.

Quality Objective	Key Performance Criteria (KPI)	Other process contributes to the final target
Fully adequate secretaries, error free internal and external correspondence.	Evaluation (out of 100) of the correspondences (can be observed during the internal auditing)	-

5. PROCESS OWNERS AND RESPONSIBLE PARTIES

- 5.1. The owner of this process is the **Director of Editorial Affairs Unit**.
- 5.2. **Staff of Editorial Affairs Unit** will ensure proper fulfillment of the requirements of this process.
- 5.3. The **Vice-President of Administrative Affairs** will ensure proper resources are provided for this process.

6. TYPICAL PROCESS INPUTS AND RESOURCES


- 6.1. Technical Information Needed.
 - Tishk International University Style Guide & Identification Rules
- 6.2. Resources/Facilities and Techniques needed:
 - Editing Software
- 6.3. Resources/Personnel needed:
 - Editorial Affairs Staff.
- 6.4. Special training needed
 - Internal correspondence training courses.

7. SUP-PROCESSES WITHIN THIS PROCESS:

- Applying editorial affairs.

8. TYPICAL PROCESS OUTPUTS

- 8.1. Service produced:
 - Checking Any correspondence letters/writings/documents
 - University Council Degrees
 - Website materials

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- Announcements

8.2. Documents produced :

- None

8.3. Records produced:

- None

9. RELATED RISKS AND OPPORTUNITIES

Risk	Likelihood	Severity	Assessment Method	Mitigation
Some correspondences may be done without the Editorial Affairs Improvements	Somewhat likely to Occur	Moderate	By observation	Any correspondence should has the signature of the Editorial Affairs Director

10. STEPS

Applying editorial affairs

- When any secretary/admin assistance writes letter/official email/meeting minutes or any other types of correspondences, he/she ask the assistance of the editorial affairs.
- When any degrees/news need to be announces via the university email, a petition letter attached with the material should be sent to the Vice-President (the academic or the administrative vice presidents depending on the subject), if this was approved, then the Director of Editorial Affairs announces the martial via the “Staff Update” them in the internal Tishk International University Email.
- The director of editorial affairs checks all outgoing documents (hard/soft) regarding the university issues through a similar process.