Policy Review Checklist for use by Responsible Officials

The purpose of this checklist is to assist the Responsible Official in conducting a thorough review of policies in his/her area of operation. All polices should be reviewed every five years. Not every bullet below will apply to every policy, so this list is more in the nature of suggestions for review rather than a required checklist that must be worked through with each policy.

o Keep the policy short and succinct if at all possible.

o Does the policy accurately state the current practices?

o Are terms in the policy adequately defined? Is it clearly stated that the policy replaces all previous policies?

o Does the policy contain a one or two sentence summary at the beginning that lets the reader know what the policy is about?

o Is your use of terminology consistent across policies if they are related?

o If two policies are interrelated, is it clear when each policy will apply?

o Is it clear to whom the policy applies?

o Check related policies to ensure your policy is not in conflict with another university policy.

o Has the law in this area changed? Check with legal counsel through the Vice President for Business and Finance if questions on whether or not the law has changed.

o Internal administrative procedures should generally not be part of the policy document. Consider pulling out the procedures and placing them in separate document that can be linked to from the policy.

o Discuss major changes to your policy with other stakeholders prior to proposing major changes.

o Check contact information, job titles, emails, and web links to ensure they are current.

o If the reviewer is not the cognizant VP, make sure that the VP signs off on any proposed changes.

o Given our commitment to diversity, there should be a check to determine if the policy has an adverse impact on some populations more than others.

o Submit changes to the Policy Coordinating Committee using the Worksheet

o Highlight text so that proposed changes are apparent.

o If a policy is no longer relevant, suggest elimination of the policy, stating reasons why the policy is no longer relevant.

o For further details on drafting and editing policies, please see the Guidelines for Changing University Policies (on the policy page under policy process).