



Policy Review Checklist

The following criteria should be considered when reviewing an existing policy to ensure a thorough review.

1. Continued need for policy

Does the policy achieve its goals (objectives, implementation and compliance are being achieved)? Is the policy still necessary in light of its stated purpose and goals? Would the document be appropriate as a policy in the University Administrative Policies and Procedures Manual, Faculty Handbook, or Regents' Policy Manual? Or should it be combined with another existing policy?

2. Institutional values and objectives

Does the policy clearly and effectively communicate University values, as well as the general purpose for the policy? Is the policy consistent with the University's vision and mission?

3. Effectiveness

Does the policy function well as written, or should it be revised to improve its effectiveness (e.g., by drafting it more clearly)?

4. Appropriate delegation of responsibility and authority

Are the duties and responsibilities assigned to the correct roles (e.g., appropriate university delegations, authorities, and responsibilities)?

5. Alignment with legal requirements and best practices

Is the policy current? Does it align with legal requirements and best practices in higher education? Does the policy meet institutional needs? Does it align with other university policies, particularly any that are or should be listed under the "References" section?

6. Implementation

Is the policy being followed in practice, or is there a need to address and improve policy education and interpretation?

7. Accountability

If applicable, does the policy have or require a mechanism for holding the audience accountable for upholding it?

8. Drafting and formatting

Is the policy well written? Is it missing any important sections from the policy template (e.g., definitions)? Are the hyperlinks correct and functional? Are the titles of departments and roles, groups, committees, related documents, legislation, forms, etc. accurate?