

Policy Review Checklist

Policies in the University Administrative Policies and Procedures Manual (UAPPM) are required to be reviewed every three years. The following criteria should be considered when reviewing an existing policy to ensure a thorough review.

1. Continued need for policy

Is the policy still necessary? Would the document be appropriate as a policy in the UAPPM or would it be better suited for a different policy manual (Regents' Policy Manual, Faculty Handbook, or Pathfinder). Or should it be combined with an 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 impact and comprehension (e.g., by drafting it more clearly)? Is the policy written in plain language? Is the policy precise, easy to understand and streamlined?

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)? Are any approvals for appeal or exception delegated to the proper authority?

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? Is it aligned 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 or improve policy education or interpretation?

7. Accountability

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

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?

9. Process and Procedures

Does the policy contain overly detailed processes that would be better suited for a separate guideline or website?