

Policy Review Checklist

CHECKLIST

- Keep the policy short and succinct if at all possible.
- Does the policy accurately state the current practices?
- Are terms in the policy adequately defined?
- Is your use of terminology consistent across policies?
- If two policies are interrelated, is it clear when each policy will apply?
- Is it clear to whom the policy applies?
- Check related policies to ensure your policy is not in conflict with another university policy.
- Has the law in this area changed? Check with General Counsel if questions on whether or not the law has changed.
- Internal administrative procedures should generally not be part of the policy document. Administrative procedures should be contained in regulations or operating procedures.
- Discuss major changes to your policy with other stakeholders prior to proposing major changes.
- Check contact information, job titles, emails, and web links to ensure they are current.
- Use 'Track Changes' or bold for text that is added and use strikeout for text that is eliminated so that proposed changes are apparent.
- If a policy is no longer relevant, suggest elimination of the policy, stating reasons why the policy is no longer relevant.