

POLICY DEVELOPMENT AND REVIEW CONSIDERATIONS

June 11, 2024

Items to consider as you develop your proposed policy/policy revision:

1. Is this a new policy, policy revision or rescission of an existing policy?
2. Is there sufficient justification for the existence or need for the policy, the revision or rescission?
3. Is the purpose of the policy/policy revision clearly articulated?
4. Are the reasons for the policy adequately explained in the policy? In cases of rescission, the justification needs to be clearly documented.
5. Have you provided links to relevant policies (University, Board of Regents, statutes (state, local, and/or federal), regulations, forms, guidelines, procedures, or other associated documents required for implementation or compliance with this policy? Relevant links should be placed in the Appendices, References and Related Materials section of the policy.
6. Does the proposed policy/policy revision:
 - a. Comply with federal and state laws, rules, and regulations?
 - b. Comply with Board of Regents Policies?
 - c. Comply with existing University policies or bylaws, procedures, regulations, and forms?
 - d. Impact other relevant areas? In cases of rescission, the potential impact on other areas and processes must be considered and impacts addressed.
7. Have best practices in this area among other higher education institutions been reviewed and incorporated into this policy?
8. In limited circumstances or rare occasions, could the need for a revision be handled by including or creating a waiver or narrow exceptions?
9. Was the proposed policy/policy revision drafted using the Policy Template?
 - a. Has the Policy Template been completed by all involved in the unit process?
10. Is the proposed policy/policy revision drafted using clear and concise language?
11. Does the proposed policy/policy revision accurately state current practices?
12. Is it clear to whom the policy applies?
13. Are terms in the proposed policy/policy revision adequately defined?
 - a. Is your use of terminology consistent with related University or BOR policy?
14. Have you checked related University policies to ensure the proposed policy/policy revision is not in conflict with another University policy/guideline/rule?
15. Were stakeholders given an opportunity to provide feedback about the proposed policy/policy revision? (Were modifications made to address legitimate concerns or impacts?)
16. What are the criteria and process to be used to grant exceptions to the policy?
17. What is the desired/required implementation date of the policy?
18. Will adoption of the proposed policy/policy revision require new resources or reassignment of existing resources?
19. What targeted communications and training activities will be needed to build awareness and enable effective implementation of the policy, if applicable?
20. What existing or new mechanism(s) will be used to ensure policy compliance and address violations?
21. How frequently will this policy undergo a comprehensive review? (Policies should be reviewed by the unit at a minimum every (3) three years and confirmed. Many policies require more frequent review and as such, the more frequent interval must be followed. Updates or revisions to the policy should follow the institution's policy protocol. SIGNIFICANT CHANGES to a law or requirement require a review of the impacted policy as soon as practical and before the effective date of the changed regulation, when feasible.