|  |  |
| --- | --- |
|  | POLICY DEVELOPMENT & REVIEW GUIDANCE |

The following questions may be of value to you as a policy owner, when writing new policies or reviewing existing policies.

Completion of this document is not required and this document is not a replacement for the required policy change/review form. However, these questions, along with the Policy Review, Revision, and Retirement Form, will assist the Policy Advisory Committee (PAC) and President’s Council (PC) during the review process.

# Questions to consider when writing new policies:

1. Are there new mandates (state or federal law, case law, rule changes) that require or suggest a policy change or a new policy be written?

Click here to enter text.

1. Have changes occurred in best practices, customer needs, university culture, or social trends to suggest policy changes or the need for a new policy?

Click here to enter text.

1. Can the issue be integrated with or addressed by other policies, rules, or documents?

Click here to enter text.

1. Are terminology, office names/numbers/websites/hotlinks, and cross references current and correct?

Click here to enter text.

1. Can this policy be eliminated? Is it needed any longer?

Click here to enter text.

1. Who at the university needs to know the policy?

Click here to enter text.

1. Who at the university will be affected/have a regular role in the implementation/continued compliance of this policy?

Click here to enter text.

# Questions to consider when revising current or reviewing established policies:

1. What is working well with the process and policy?

Click here to enter text.

1. Does this policy have known points of failure, and if so, what improvements would reduce these failure points?

Click here to enter text.

1. If compliance with this policy is part of measuring its effectiveness, how do you assess compliance?

Click here to enter text.

1. Are there audit findings to consider?

Click here to enter text.

1. How does your policy compare with peer institutions?

Click here to enter text.

1. What common questions have been asked since the last review? Are they on particular clause or section of the policy?

Click here to enter text.

1. Do you or the university community feel that a substantive change is needed to policy?

Click here to enter text.

1. Who are the central individuals or units that should review this policy?

Click here to enter text.

1. What is your plan for involving relevant staff in the revision and consultation process?

Click here to enter text.

1. Does this policy still align with other associated policies?

Click here to enter text.

1. Are the impacted audiences still the same?

Click here to enter text.

1. Are any changes needed to reflect current titles or changes in authorities for the individuals who play a role in the policy?

Click here to enter text.

1. If there are special situations, have these changed? Should special situations/exceptions to the policy be added or removed?

Click here to enter text.

1. Should there be changes to prohibitions?

Click here to enter text.

1. Are there new documentation requirements/changes?

Click here to enter text.

1. Are any new supplemental documents needed?

Click here to enter text.

1. Are there FAQs to be added?

Click here to enter text.

1. Are the procedures still correct?

Click here to enter text.