

Guidelines for Reviewing Policies

The Responsible Office for a University Policy should be indicated in the upper-right corner on the first page of the policy document. This office is responsible for conducting periodic reviews of the policy, including an initial assessment of any new policy or major policy revision one year after its effective date, and thereafter once every three years. Updates between review periods may also be necessary to respond to changes in applicable law or business practice.

The following list of questions should be considered when reviewing existing policies, to ensure that the review is conducted thoughtfully and thoroughly:

1. **Continued need for policy.** Is the policy still necessary in light of its stated purpose and goals? Would the document function better as procedures or guidelines?
2. **Institutional values and objectives.** Does the policy clearly and effectively communicate University values as well as the general purpose for the policy?
3. **Effectiveness.** Does the policy function well as written, or should it be revised (e.g., by drafting it more clearly) in order to improve its effectiveness?
4. **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?
5. **Implementation.** Is the policy being followed in practice, or is there a need to address and improve policy implementation?
6. **Drafting and formatting.** Is the policy well drafted? Is it formatted in PDF, consistent with the current [standard policy template](#)?