

Appendix A. Policy Review Checklist

This guide will assist you in completing an academic policy review. Policy reviews are scheduled every five years to assure policies are current.

Academic Policy Review Process

- A. General Counsel notifies the Responsible Officers that their assigned policy is up for review.
- B. The Responsible Officer reviews the policy and/or determines if it needs to be reviewed by the following:
 - a. Faculty Senate
 - b. Academic Council
 - c. Provost Council
 - d. Grad Council
 - e. Delete the Policy
 - f. Minor revisions with attached recommendations
- C. The Responsible Officer and/or the above referenced councils, will review the policy following the provided checklist:

POLICY TITLE:
REVIEWER AND DATE:
REVIEWER: (name, title, council if applicable)
1. Does the policy achieve its goals? (Objectives, implementation and compliance are being achieved.)
2. Are the duties and assignments given to the right people? (Appropriate university delegations, authorities and responsibilities.)
3. Does it align with university policy and belong in the policy library? (See BOG Policy 1.2.010, Policy on Policy. Add any notes.)
4. Are the hyperlinks correct and functional?
5. Are the titles and names of individuals, groups, committees, related documents, legislation, forms, etc. accurate?
Summary of the review: <ul style="list-style-type: none"> <input type="checkbox"/> No changes required <input type="checkbox"/> Delete <input type="checkbox"/> Minor revisions (attach recommendations) <input type="checkbox"/> Major revisions (needs to be reviewed by appropriate groups)(attach recommendations)
Please provide this checklist and any recommendations to the Responsible Officer.

- D. After this initial Review process, the Responsible Officer proceeds with one of the following recommendations to the Provost and the additional steps:
 - 1) **No changes required:** The Responsible Officer contacts the Provost and the Policy Director in the Office of General Counsel and informs them that the review process is complete and there are no changes required. The Policy Director notes the date of review and the determination of the review. No further steps are necessary.

- 2) **Delete the Policy:** The Responsible Officer sends the recommendation to Delete the Policy to the Provost and the Policy Director for further review. The Policy Director reviews the recommendation and provides feedback to the Provost. The Provost determines if the policy should be deleted and if not, makes recommendations to the Responsible Officer on alternative options. The Provost is the final decision maker regarding the removal of an Academic Policy.
- 3) **Minor revisions with attached recommendations:** If minor revisions are recommended, the Responsible Officer forwards the recommendations to the Policy Director for review. After review by the Policy Director, recommendations are forwarded to the Provost. The Provost determines if any other groups should be notified of the changes and provide them an opportunity to review the policy. The Provost has final approval of any changes made to the academic policy. If approved, the Policy Director will be notified of the and the Information Systems Project Manager will upload the approved version of the policy to the policy library. The Provost may determine the policy requires approval from the President or may communicate additional revisions based on the recommendations and send the policy back to the Responsible Officer, who may restart the process over.
- 4) **Major revisions with attached recommendations:** If major revisions are recommended the Responsible Officer forwards the recommendations to the Policy Director for review. After review, the Policy Director forwards the revisions to the Provost. The Provost determines if any other groups should be notified of the changes and provide them an opportunity to review the policy. The Provost has final approval of any changes made to the academic policy. If approved, the Policy Director will be notified of the and the Information Systems Project Manager will upload the approved version of the policy to the policy library. The Provost may determine the policy requires approval from the President or may communicate additional revisions based on the recommendations and send the policy back to the Responsible Officer, who may restart the process over.