

# UNIVERSITY POLICY DEVELOPMENT AND REVIEW CHECKLIST

---

## Purpose

This checklist is designed to assist individuals developing and reviewing university policies and procedures. The questions below will not apply to every policy; the intention of the checklist is to provide considerations rather than requirements for the development and review of university policies and procedures. For further details on drafting and editing policies, please see the University Policy on Policies and Procedures.

### A. Policy Initiation or Revision

- ✓ Is a policy required or is the issue better resolved through other means such as improved communication, and educational campaign, or a memorandum?
- ✓ Are the resources, knowledge and expertise available to develop a policy on this issue?
- ✓ Is there an existing policy with the same or similar intent?
- ✓ Has the requisite approving authority been identified? Is the approving authority and designated executive officer aware of the intention to develop or revise this policy?
- ✓ Have policies from similar institutions been examined for comparison?
- ✓ Have plans been made on how the policy will be implemented and who is responsible for implementing? Have plans been made on how the policy will be communicated to the university community and any applicable external organizations?

### B. Reviewing Draft Policy

- ✓ Is the purpose of the policy clearly established in the document?
- ✓ Is the policy written in a manner that can be understood by a wide audience?
- ✓ Have related university policies and procedures and other governing documents (e.g., Strategic Plan) been reviewed to ensure the draft policy aligns with existing documents?
- ✓ If there are policies that are inter-related, are appropriate references included to related policies and is it clear when each policy will apply?

- ✓ Does the policy accurately reflect current practice?
- ✓ Has applicable legislation been identified and reviewed to ensure that the draft policy is in accordance?
- ✓ Are key terms in the policy adequately defined?
- ✓ Is the use of terminology consistent in the draft policy and across related policies?
- ✓ Is it clear to whom and what the policy applies?
- ✓ Does the document employ gender neutral and inclusive language?
- ✓ Does the language used in the draft policy follow the University Style Guide?
- ✓ Have all the procedures been separated from the policy?
- ✓ Have all references in the draft policy been verified to ensure accuracy and currency?
- ✓ Does the draft policy employ the standardized University Policy Template?

#### **C. Consultations**

- ✓ Have experts in the subject area been consulted?
- ✓ Have all stakeholders and departments been identified who may be impacted by the terms of the draft policy?
- ✓ Have stakeholders been consulted and had an opportunity to provide input and feedback on the draft policy?
- ✓ Have proposed major practice changes been discussed with stakeholders and affected academic and administrative units so that they are aware of the implications of any potential change?
- ✓ Has consultation occurred with:
  - Responsible executive officer
  - University Secretary's office

*Note: not intended to be a comprehensive list.*

#### **D. Policy Approval**

- ✓ Has the designated executive officer and requisite approving authority approved any proposed revisions to existing policies or the new policy using the University Policy Approval Form?

#### **E. Rescinding a Policy**

- ✓ If an existing policy is no longer relevant, recommend that the policy be rescinded by contacting the responsible executive officer or the University Secretary's office.