Policy Review Process Guidelines

Introduction:

This checklist is designed to assist Policy Custodians as they review USU policies for consistency and relevancy. Policies should reflect current compliance and regulations.

Consider these five questions when reviewing policy:

1. **Is the policy up to date with current law and internal or external controls?**
   - Look for references to USHE rules, and state or federal regulations.
   - Review any regulatory or compliance guidance.
   - Review any state or university audit recommendations.
   - Consider if other compliance stakeholders need to be consulted. Refer to the Compliance Matrix for relevant stakeholders.
   - Consult with the Office of General Counsel.

2. **Is the policy consistent with other USU policy?**
   - Look for references to other USU policies.
   - Use the search feature on the policy website to find USU policy with similar content (e.g. sustainability, discrimination, telework etc.).
   - If inconsistencies are identified, notify the Policy Custodian for the policy in question and work together to address inconsistencies.

3. **Is the policy consistent with the USU policy template and style guide?**
   - Review the USU Policy Style Guide and Template for guidelines.
   - Consider if the policy accurately defines the scope and to whom it applies (e.g., faculty, staff, students, visitors, etc.).
   - Does this policy apply to members of the general public? If so, consult the Office of General Counsel.
   - Review for outdated hyperlinks, terminology or language.
   - Review for names of positions, offices, committees or dates that may have changed.
   - Address definitions that may be vague or confusing or in conflict with another existing USU policy.

4. **Is it necessary to include all the content currently in the policy?**

- Procedural details should be removed from policy and incorporated into supporting procedures.
- Review for unintended consequences – consider if it impacts all members of our community equitably

5. Is this policy still needed? Could segments of the policy be retired?

- In absence of this policy, consider what new policy or procedure will need to be implemented.
- If the policy is still relevant, consider how often this policy should be reviewed.

General Tips

- Benchmark similar policies at peer institutions or consult professional organizations for best practices.
- Utilize the [Chicago Manual Style](#) for policy content.
- Consider how the current policy is being enforced or monitored. How will you assess the efficacy of the policy in the future?

Questions?   Contact policy@usu.edu for additional resources