# Tips for a Successful Policy Development Team

- Keep the team small. Most policy development teams will collaborate on a short-term basis. While you want to gather feedback from all parties impacted by the policy, you also need flexibility and accountability which is difficult with larger teams. The ideal team size is 5-7 individuals.

- Identify individuals or departments or committees who have an invested interest in the policy topic.

- Identify content matter experts. Check the Compliance Matrix for suggestions. Also consider faculty expertise within the academic community.

- Identify any standing USU committees or working groups who could provide insight.

- Identify who your stakeholders will be and consider appointing someone from the stakeholder group to serve as a representative.
    - i.e: Students, faculty, staff, community members
      If your team already represents key individuals, consider seeking feedback from stakeholders once your policy is drafted.

- Be realistic about your expectations for team members. What would you like them to contribute and how? How long will the team collaborate for? How often will you meet?

- Be specific about why you are asking someone to join your team. Do you view them as a content expert? Were they recommended by someone else on the team? Have you previously collaborated on projects? Do they possess a unique perspective? Are they a committee member who may have specific expertise or access to resources?

- Ask team members if they need/have support from their supervisors to participate.

- Conduct research on your policy topic either as a team or prior to your first meeting. Visit other peer institutions' websites. Reach out to colleagues within higher education. Check in with your professional organizations for best practices or recommendations.

- Before your first meeting, nail down the basics.

    - What problem does your policy solve? Or how does it mitigate risk for the university?
    - Who will be impacted by this policy?

- Why is it necessary to address this now? Is there pending legislation? Changes in statute?
- What does the policy require individuals to do or not do?
- When will this policy need to be implemented?

- During your first meeting, reiterate your expectations for team members. When introducing each team member articulate why they were invited to the team and the value they bring.

- Determine your team's ground rules. Will you vote when differing opinions arise? Will you record meetings for those not in attendance? Will the team be making recommendations to the Responsible Executive or proposing a policy in draft form? How will team members provide feedback?

- Keep team members informed as the policy moves through the process.

- Once the policy development team's task is completed, express your gratitude for their commitment and contributions. Consider asking if individuals are willing to serve in the future and keep a running list for future policies.

- Contact the Policy Office with any questions.