University Policies and Procedures Development and Review Checklist

1.0 PURPOSE

This checklist is meant to support individuals developing and reviewing University policies and procedures. The intention of the checklist is to provide considerations rather than requirements for the development and review of university policies and procedures. The questions below may not apply to every policy and procedure document.

Please ensure you submit this form along with your draft policy or procedures to the Office of University Governance once you are ready to move your document(s) forward for approval. If you have not checked-off a particular question, please explain why.

For further details on drafting and editing University policies and procedures, please refer to UNBC's Policy on University Policies and Procedures, Procedures on University Policies and Procedures and the University Policy and Procedures Style Handbook.

2.0 INITIATION OR REVISION OF POLICIES AND PROCEDURES

☐ Is the document required or is the issue better resolved through other means such as improved communication, an educational campaign, or a memorandum?

☐ Are the resources, knowledge, and expertise available to develop a policy on this issue?

☐ Is there an existing policy or procedure document with the same or a similar intent?

☐ Has the requisite Approving Authority been identified? Is the Approving Authority, Designated Executive Officer, and/or Procedural Authority aware of the intention to develop or revise this document?

☐ Have policies or procedures from similar institutions been reviewed for comparison?

☐ Have plans been made on how the policy or procedures will be implemented and who will be responsible for implementing?

☐ Have plans been made on how the policy or procedures will be communicated to the university community and any applicable external organizations?

3.0 REVIEWING DRAFT POLICY OR PROCEDURES

☐ Is the purpose of the policy or procedures clearly established in the document?

☐ Is the document written in a manner that can be understood by a wide audience?

☐ Have related university policies and procedures and other governing documents been reviewed to ensure the draft policy or procedures align with existing documents?

☐ If there are policies or procedures that are interrelated, are appropriate references included to the related documents and is it clear when each policy or procedures document applies?

☐ Does the policy or procedure document accurately reflect current and best practices?

☐ Has applicable legislation been identified and reviewed to ensure that the draft policy or procedures are in accordance?

☐ Are key terms in the policy or procedures adequately defined?

☐ Is the use of terminology consistent in the draft policy/procedures and across related policies/procedures?

☐ Is it clear to whom and what the policy or procedures apply?

☐ Does the document employ gender neutral and inclusive language?

☐ Does the language used in the draft document follow the University Policy and Procedures Style Handbook?

☐ Have all procedures been separated from the policy?

☐ Have all references in the draft policy or procedures been verified to ensure accuracy and currency?

☐ Does the draft policy or procedures employ the standardized University Policy Template or University Procedures Template?

4.0 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 the Designated Executive Officer and Office of University Governance Lead?

5.0 POLICY APPROVAL

☐ Has the designated executive officer approved moving forward with the approval of the policy?

☐ Has the appropriate memo or motion form for the requisite approving authority been completed (please speak to the Office of University Governance about the appropriate forms)?

6.0 PROCEDURES APPROVAL

☐ Has the appropriate memo form or motion form for the requisite Procedural Authority been completed (please speak to the Office of University Governance about the appropriate forms)?

7.0 REPEALING POLICIES AND PROCEDURES

☐ If an existing policy or procedures document is no longer relevant, contact the Office of University Governance and recommend that the document be repealed.