

Appendix A

Policy Review Checklist for use by Responsible Officials at the Catholic University of America²⁵

The purpose of this checklist is to assist the Responsible Official in conducting a thorough review of policies in his/her area of operation. All policies should be reviewed by July 2007, and every three years thereafter. Not every bullet below will apply to every policy, so this list is more in the nature of suggestions for review rather than a required checklist that must be worked through with each policy.

- Keep the policy short and succinct, if at all possible.
- Does the policy accurately state the current practices?
- Are terms in the policy adequately defined?
- Does the policy contain a one or two sentence summary at the beginning that lets the reader know what the policy is about?
- Is your use of terminology consistent across policies if they are related?
- If two policies are interrelated, is it clear when each policy will apply?
- Is it clear to whom the policy applies?
- Check related policies to ensure your policy is not in conflict with another university policy.
- Has the law in this area changed? Check with OGC if questions on whether or not the law has changed.
- Internal administrative procedures should generally not be part of the policy document. Consider pulling out the procedures and placing them in separate document that can be linked to the policy.
- Discuss major changes to your policy with other stakeholders prior to proposing major changes.
- Check contact information, job titles, emails, and weblinks to ensure they are current.

²⁵ This document and other policy process documents are online at <http://policies.cua.edu/Quick%20Links/policy%20process/policyprocess.cfm>

- If the reviewer is not the cognizant VP, make sure that the VP signs off on any proposed changes.
- Submit changes to the Policy Committee using the Worksheet which is posted at <http://policies.cua.edu> under “Quick Links-Policy Process at CUA.”
- Highlight text so that proposed changes are apparent.
- If a policy is no longer relevant, suggest elimination of the policy, stating reasons why the policy is no longer relevant.
- For further details on drafting and editing policies, please see the Guidelines for Drafting and Editing University Policies (on the policy page under policy process).