

# Annual Review of Policies & Standards

## 1. Policy Review by Policy Stewards

- Every year responsible executives and their offices review all university policies and unit rules in purview
- Prioritize policy actions
- Initiate steps to create, amend, or retire policies

If university policy or standard

If unit-level rule

Unit rules may be developed and approved by an internal, unit-level process

### See guidance:

*Distinguishing between a university policy or standard and a unit rule*

*Best Practices for Developing Unit Rules*

**Note:** Notify the Director of University Policy before any unit rule is issued so it may be reviewed for consistency with university policies and to determine if any other stakeholders (including university unions) should be notified

## 4. Policy Steward Rolls Out and Implements

- Launch communication plan, training, guidance, as needed
- Implement policies
- Ensure compliance, maintain accountability

## 2. Policy Stewards work with University Policy Director

- Stewards draft and update policies
- Develop stakeholder review plan
- Prepare for implementation: compliance, cost, training, communication, accountability, etc.

## 3. Policy Director Finalizes Policy

- Extensive vetting
- Review and approval by Executive Policy & Standards Committee
- Public notice
- Approval by President