

Policies, Guidelines, and Procedures Review Checklist

	Yes	N/A	No, with comments
General Formatting			
Has the template been applied correctly?			
Are all of the relevant data fields filled in? (Title, last modified, "Refer Questions To" person, etc.)			
Is the identified "Refer Questions To" person the appropriate person to handle inquiries about the policy?			
Has the scope ("applies to") been identified correctly?			
Are the definitions used accurate?			
Is it accurately identified as "guidelines" or "procedures"? Or is it a policy for University administration or Board of Trustees approval, or something else?			
If it is a "guideline," does it have corresponding procedures?			
Content			
Does the title adequately reflect the purpose and content?			
Are the guidelines or procedures comprehensive?			
Are the guidelines or procedures necessary at this time?			
Do the guidelines or procedures cover all relevant compliance issues?			

	Yes	N/A	No, with comments
Do these guidelines or procedures apply appropriately and consistently to all offices and schools, and all non-school-based units?			
Have compliance costs, where relevant, been identified?			
Are appeal processes clearly identified, where appropriate?			
Have all related policies, guidelines, procedures, and forms been identified?			
Is there any overlap or conflict with other policies, guidelines, and procedures in existence?			
Are all the appendices relevant and appropriately presented?			
Has all relevant background and consultation material been included in the appendices?			
Is there clear evidence that a robust consultation process has occurred?			