Policy Review Committee Meeting

February 23, 2017
Temporary and Permanent Platforms for Policy Review
Temporary Policy Review Platform Options

Sakai

SharePoint

Office 365

Word
Timeline for Permanent Central Repository

- Design and Build Central Policy Repository: 26%
- Assemble Repository Demo Committee: 100%
- Preliminary Consultations with IT Purchasing: 100%
- Confirm Budget Authority: 100%
- Evaluation of technical solutions: 0%
- Repository final selection: 0%
- Repository activation: 0%
Policy Review Process Flow
University Policy Lifecycle

Figure 8: University Level Policy Life Cycle

1. Policy Development
   - Issuing Unit: has primary responsibility and ownership for developing policy
   - OIP: assists in the completion of a policy template, offering its expertise in terms of procedures and standards

2. Policy Review
   - Informal/Initial Review:
     - OIP and Issuing Unit determine relevant stakeholders and solicit their feedback
     - Issuing Unit may choose to offer open feedback period
   - Formal Review:
     - Draft policy is sent to the PRC for review, following the Consent Agenda
     - 75% of policies expected to have no changes or minimal changes

3. Policy Approval
   - Minor change or low-risk policy (>90% of policies)
   - If VP/Unit Head wants to elevate approval of the policy to the EPAC, they may do so (<10% of policies)
   - Major change or high-risk policy (<10% of policies)
   - EPAC gives final approval for policy
   - If EPAC wants to elevate approval of the policy to the Chancellor/Cabinet, it may do so (<1% of policies)

4. Policy Communication
   - OIP officially posts the in-review and approved policies publicly
   - OIP assists in communication/widespread dissemination of information (for instance, in regular newsletter)
   - Issuing Units communicate all changes to relevant stakeholders
   - Policy Liaisons communicate policy-related information to their units as needed

5. Policy Maintenance
   - OIP will initiate scheduled policy reviews. It will also monitor feedback on policies in use and communicate feedback to issuing units
   - Issuing Unit can also initiate policy review
   - Issuing Unit will conduct the review and if substantive changes need to be made, begin the development process

Feedback (25% of policies)

Not approved (<5% of policies)

Material Changes
Figure 7: Unit Level Policy Life Cycle

1. **Policy Development**
   - **Issuing Unit**: has primary responsibility and ownership for developing policy.
   - **OIP**: assists in the completion of a policy template, offering its expertise in terms of procedures and standards.

2. **Policy Review**
   - **Informal/Initial Review**:
     - OIP and Issuing Unit determine relevant stakeholders and solicit their feedback.
     - Issuing Unit may choose to offer open feedback period.
   - Ready for Approval

3. **Policy Approval**
   - VP / Unit Head gives final approval for policy.
   - Approved (95% of policies)

4. **Policy Communication**
   - OIP officially posts the in-review and approved policies publicly.
   - OIP assists in communication/widespread dissemination of information (for instance, in regular newsletter).
   - Issuing Units communicate all changes to relevant stakeholders.

5. **Policy Maintenance**
   - OIP will initiate scheduled policy reviews. It will also monitor feedback on policies in use and communicate feedback to issuing units.
   - Issuing Unit can also initiate policy review.
   - Issuing Unit will conduct the review and if substantive changes need to be made, begin the development process.

Feedback (25% of policies)

Not approved (<5% of policies)

Material Changes
Transitioning
Administrative and Departmental Policies ➔
University and Unit Policies
Policy vs Standard vs Procedure
University Policy vs. Unit Policy

Figure 5: Policy Type Decision Tree

1. Is this policy broadly applicable across UNC-Chapel Hill?
   - No

2. Is this policy written to inform someone outside the unit of their rights and responsibilities?
   - Yes
   - No

3. Is this policy regulating the actions of the unit as it interacts with other units on campus?
   - Yes
   - No

Yes

University Policy

No

Unit Policy
### Policy vs Standard vs Procedure

<table>
<thead>
<tr>
<th>Policy</th>
<th>Standard</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Strategic)</td>
<td>(Tactical)</td>
<td>(Implementation)</td>
</tr>
<tr>
<td>• High-level</td>
<td>• Overarching requirements</td>
<td>• Step-by-step instructions to</td>
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<tr>
<td>statement that</td>
<td>• Specifies uniform method</td>
<td>implement policies and standards</td>
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<tr>
<td>sets direction</td>
<td>of support for the policy</td>
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<tr>
<td>• Applies across University</td>
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<tr>
<td>• Contains criteria in template</td>
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<tr>
<td><strong>Policy</strong></td>
<td><strong>Standard</strong></td>
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<td><strong>(Strategic)</strong></td>
<td><strong>(Tactical)</strong></td>
<td><strong>(Implementation)</strong></td>
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<tr>
<td>• Protection of Minors</td>
<td>• Standards for Programs Serving Minors</td>
<td>• How to Report Suspected Child Abuse/Neglect</td>
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<td>• Public Records Request</td>
<td>• All requests must be made in writing</td>
<td>• University Responsibilities and Employee/Applicant Responsibilities</td>
</tr>
<tr>
<td>• ADA Reasonable Accommodation in Employment</td>
<td>• University Responsibilities and Employee/Applicant Responsibilities</td>
<td>• Where to send requests</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Procedure to Request A Reasonable Accommodation</td>
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