

Policy 302: Presenting to the Policy Review Committee

The UNC-Chapel Hill Policy Review Committee (PRC) includes individuals from units across campus known as Policy Liaisons. During its monthly meetings, the PRC discusses upcoming policy changes. The PRC is not an approval body for University policies, but instead serves as a group of individuals representing a variety of perspectives that provides feedback on potential policy changes and helps to communicate those changes out to the broader University community.

Your Unit's Responsibilities

Before the Meeting

- Select a representative from your Unit to explain the policy changes to the PRC.
- Inform the Office of Ethics and Policy who that person will be.
- Complete the “Executive Summary Cover Sheet” and provide it to the Office of Ethics and Policy by 5pm on the Wednesday prior to the PRC meeting.
- Complete the “Memorandum of Request to Retire a University Policy” and provide it to the Office of Ethics and Policy (not for creation of a new policy or revision of an existing policy).
- Consult with the Office of University Counsel to review any potential legal concerns.

At the Meeting

- Give a 5-10 minute presentation providing an overview of the policy, focusing on what is changing and what those changes will mean for other campus units. The presentation can be any format the Unit representative thinks will facilitate the best conversation (PowerPoint, the Executive Summary Cover Sheet, etc.).
- Answer any questions from the PRC (approximately 5 minutes).
- Attend the meeting until the presentation has been completed. After that, the Unit representative is welcome to stay for the duration of the meeting or leave.

After the Meeting

- Consider whether any changes to the Policy are needed based on the feedback received at the PRC.
- Coordinate with the Office of Ethics and Policy about any additional changes needed prior to publication.

Office of Ethics and Policy Responsibilities

Before the Meeting

- Forward the Unit representative an Outlook calendar invitation for the PRC meeting.
- Review the Executive Summary Cover Sheet and draft of Policy in the Policy Repository.

After the Meeting:

- Confirm with the Unit whether the Policy is ready to publish or not based on the feedback from the PRC.
- Confirm what date the Unit wants as the “next review date” (1-3 years away).