Guiding Policy Maintenance

Office of Ethics and Policy, Institutional Integrity and Risk Management

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July 20th, 2023
GUIDING POLICY MAINTENANCE

Learning Objectives

1. Represent your Unit during policy review process.
2. Advance timely review of your Unit’s policies.
3. Assist your division in drafting clear policies.
1 Representing your Unit
GUIDING POLICY MAINTENANCE

Representing your Unit

1. Advocate for your Unit
   • Read Executive Summaries.
   • Attend all PRC Meetings. If you must miss a meeting, you may
     • Designate a backup attendee.
     • Provide written-feedback.

2. Inform your Unit
   • Inform your Unit of new policies.
   • Meeting summaries are available on the Ethics & Policy webpage.
Advancing Timely Review
GUIDING POLICY MAINTENANCE

Advancing Timely Review

1. Take stock of key stakeholders and resources:
   • Who are your Issuing Officers?
     • What staffing support do they have to maintain their policy and procedures?
     • Training and curriculum available on Ethics and Policy webpage, which allows for delegation.
   • Consider: A yearly meeting with your Unit’s issuing officers
     • Identify successes and needs.
     • Plan for succession and longevity with staff changes.
   • Consult with the Office of Ethics and Policy for information and planning
     • We can provide this data and help you plan out this management strategy.
     • We can conduct peer-institution research and create drafts upon request.
Advancing Timely Review

2. Prioritization is essential:
   • Not all policies are created equal.
     • Risk: If this policy is out of date, how severe are the consequences?
     • Health/Safety
     • Legal
     • Financial
     • Reputational
     • Role of policy in facilitating institutional integrity

   • Resources:
     • E&P Office for peer-research, writing, and consulting
     • Training materials for delegation
   • Operational Significance:
     • Policy documents institutional operational knowledge at the University.
     • Consider which operations are most core to your Unit’s function.
3. **Less is more:**

   • Avoid duplication of policy to streamline work. Consider:
     • Unit vs. University Policy
     • Design for Longevity
     • State vs. University Policy
     • Is a policy needed?

   • Short policy is manageable:
     • Procedures and Standards allow for easier maintenance of long, unwieldy policy documents.

   *Less policy is more manageable.*
Assist in policy drafting
REPRESENTING YOUR UNIT

Assist in Policy Drafting

1. This will vary widely depending on your Unit’s structure.
2. Local expertise in whether a policy is needed as to how it fits into your Unit’s architecture.
3. Diffuse policy resources and communications throughout your Unit.
   • How does your Unit manage communications?
   • Is the policy repository referenced in your Unit onboarding?
   • How do you manage Unit-level policies?
The Office of Ethics and Policy is here to help!

We can provide:

- Peer institution research
- Policy writing best practices
- Revision assistance
- Data about your division policy

- Collaboration on risk assessments
- Training and resources
- Information on related University policy
Questions?

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of NORTH CAROLINA
at CHAPEL HILL