

The UNC at Chapel Hill Policy Review Committee (PRC) is comprised of Policy Liaisons who represent different University Units across campus. Policy Liaisons review policy documents that are scheduled to present at the upcoming monthly PRC meeting. At a minimum, Policy Liaisons must review the Unit-provided Executive Summary. However it is strongly encouraged for Policy Liaisons to review the proposed changes within the Policy Repository.

Reviewing Policy Document

1. Log in to the [Policy Repository](#) and locate the policy document that will be coming to the PRC.
2. Click the **Pending Review** link of the proposed draft.



3. Click the **Compare Revisions** button to quickly see the changes proposed.



Result: The Compare Revisions pop up window will appear.

4. Select the revision version your want to review from the dropdown options.

Note: You can compare the draft version to the current published policy document or any previous versions of the policy document. It is most helpful to compare the draft to the current version, which is the default comparison option.

5. Click the **Compare** button.



Result: You will see changes that appear similar to Microsoft Word track changes with new material in green underlined text, and deletions in red strikethrough text.

Note: To turn the Comparison Revisions view off, click the **Hide Changes** button.

Providing Feedback

Feedback on policy documents is encouraged. The best way to provide feedback is to email the University Unit presenter listed on the Executive Summary, that University Unit's Policy Liaison, and the PRC Chair with any questions, concerns, or suggestions prior to the PRC meeting so they may look into your points. If you're unable to email your feedback prior to the meeting, please raise your thoughts during the meeting.

IMPORTANT!

Do not click the Edit This Revision or the Delete This Revision buttons in the Policy Repository. Only the issuing University Unit and the Office of Ethics and Policy should be editing the substance of the policy document. Also, only the issuing University Unit should be deciding whether or not to delete the current draft.