Revision of Policy Framework and Procedure Documents
Proposed Adjustments for Policy Framework and Policy Procedure

- Official title of Policy Framework became “Policy on Policies”
- Equity audit process performed to improve readability
- Reorganized document to communicate the policy process to readers more effectively
  - Provided visual graphics to achieve this objective
- Clarified roles and responsibilities
Policy Framework Visual Aid 1

**Policy Creation**

- **Purpose**: To address internal and external organizational problems.
- **Responsibility**: Unit responsible for administration of that policy decides on its creation as well as the policy’s Issuing Officer.
- **Formatting Criteria**:
  - Documented in writing
  - Comply with Style Guide
  - Use latest templates
  - Reduce structural barriers
  - Comply with any governing laws and regulations

= New University/Unit Policy Document
Policy Framework Visual Aid 2

**Review Interval**
Comprehensive review required:
- Every year (default)
- Three (3) years (maximum)

**Review of Existing Policy**
Existing University policies need to meet the same criteria as new University policies

**Assessment Criteria**
- Comply with Style Guide
- Use latest templates
- Reduce structural barriers
- Comply with any governing laws and regulations
- Includes up-to-date contact information

= Revised University/Unit Policy Document

**COMPREHENSIVE POLICY REVIEW**
(Image 2)
Policy Procedure Visual Aid 1

POLICY OVERSIGHT: Usual Review
(Image 3)
POLICY OVERSIGHT: Heightened Review

(Image 4)

Policy Officer tasks EPAC → EPAC works with its consultants → Send to Chancellor’s Cabinet

Sends back to PRC

Authorize

Chancellor’s Cabinet works with its consultants → Approve and send to unit

Revise then approve to send to unit

Reject