

## GUIDANCE FOR POLICY OWNERS

1. For each item you are reviewing, submit a cover sheet.
2. Revise your policy to conform to the provided policy template if needed. Purpose, Scope, and Related Policies (if applicable) sections are required.
3. In reviewing your policy, consider each of the following:
  - a. Does this policy still align with other associated policies and procedures and with higher governing authority (SBOE policy, federal/state/local laws and regulations, accreditation requirements, etc.)?
  - b. Does this policy have known points of failure? What improvements would help mitigate them?
  - c. How do you assess compliance with this policy?
  - d. Are there audit findings to consider?
  - e. How does the policy compare with similar policies at other institutions?
  - f. What common questions have been asked since the past review? Are they on particular sections of the policy that might need clarification?
  - g. Examine the policy with an eye toward ethnicity, race, religious expression, veteran status, people of color, people who identify as women, age, socio-economic, people with both apparent and non-apparent disabilities, gender identity and expressions, sexual orientation and indigenous populations, as well as location at UI operations around the state.
    - i. Are there any barriers to compliance or disparate impacts? If so, consult with those affected about how the problem can be mitigated.
    - ii. Use gender-inclusive pronouns (i.e., they/them/their).
  - h. Are any changes needed to accommodate remote work or participation?
  - i. Are titles, authority, unit names, etc. correct?
  - j. Are all cross-references to other policies or procedures correct? Have you revised the policy such that references to it in other policies or procedures will need to be changed? Can any cross-references be eliminated?
  - k. Are there new documentation requirements/changes? Do associated forms need to be updated?
  - l. Are the procedures still correct?
  - m. Who are the other stakeholders who should be consulted in reviewing the policy?