POLICY DEVELOPMENT CHECKLIST

The purpose of this checklist is to assist the Responsible Office in reviewing and drafting University Policies in his or her area of operation. The checklist should be used as a tool to assist the Responsible Office with developing content for the proposed policy/policy revision. The noted items may be helpful to reference in the Policy Action Form as they have been confirmed or considered.

Policy Title:			
Responsible Executive:		**Phone #:**	

Items to consider as you develop your proposed policy/policy revision:

☐ Is this a new policy or a policy revision?

☐ Is the purpose of the policy clearly articulated?

☐ Are the reasons for the policy adequately explained?

☐ Does the proposed policy/policy revision:

  ☐ Comply with federal and state laws, rules and regulations?

  ☐ Comply with Board of Regents Policies?

  ☐ Comply with Bylaws and Rules and Policy and Procedure Memoranda of the Board of Supervisors for the University of Louisiana System?

  ☐ Comply with existing University policies or bylaws, procedures, regulations and forms?

  ☐ Impact other relevant areas?

☐ Have you provided links to relevant policies (University, Board of Regents, and/or University of Louisiana System), statutes (state, local, and/or federal), regulations, forms, guidelines, procedures, or other associated documents required for implementation or compliance with this policy? If so, relevant links should be placed in the Appendices, References and Related Materials section of the policy.

☐ Have best practices in this area among other higher education institutions been reviewed and incorporated into this policy?

☐ Has the Policy Action Form been completed by all involved in the approval process?

☐ Is the proposed policy/policy revision drafted using the Policy Template?

- [ ] Is the proposed policy/policy revision drafted using clear and concise language?

- [ ] Does the proposed policy/policy revision accurately state current practices?

- [ ] Is it clear to whom the policy applies?

- [ ] Are terms in the proposed policy/policy revision adequately defined?

- [ ] Is your use of terminology consistent with related University policies?

- [ ] Have you checked related University policies to ensure your proposed policy/policy revision is not in conflict with another University policy?

- [ ] Were stakeholders given an opportunity to provide feedback about the proposed policy/policy revision?

- [ ] What is the criteria and process to be used to grant exceptions to the policy?

- [ ] What is the desired/required implementation date of the policy?

- [ ] Will adoption of the proposed policy/policy revision require new resources or reassignment of existing resources?

- [ ] What targeted communications and training activities will be needed to build awareness and enable effective implementation of the policy, if applicable?

- [ ] What existing or new mechanism(s) will be used to ensure policy compliance?

- [ ] How frequently will this policy undergo a comprehensive review? (Policies should be reviewed and updated or confirmed current at minimum on a five (5) year cycle.)