**Policy Review Checklist**

**Criteria for Review**

The following list of questions should be considered when reviewing an existing policy to ensure the review is conducted thoughtfully and thoroughly. After reviewing the policy, submit a Policy Cover Sheet and the draft policy to the Policy Office at policyinfo@boisestate.edu.

1. **Continued need for policy**

Does the policy achieve its goals (Objectives, implementation and compliance are being achieved)? Is the policy still necessary in light of its stated purpose and goals? Would the document function better as procedures or guidelines?

1. **Institutional values and objectives**

Does the policy clearly and effectively communicate University values as well as the general purpose for the policy?

1. **Effectiveness**

Does the policy function well as written, or should it be revised to improve its effectiveness (e.g., by drafting it more clearly)?

1. **Appropriate delegation of responsibility and authority**

Are the duties and assignments given to the right people (e.g., appropriate university delegations, authorities, and responsibilities)?

1. **Alignment with legal requirements and best practices**

Is the policy current? Does it align with legal requirements and best practices in higher education? Does the policy meet institutional needs? Does it align with other university policies, particularly those that are listed under the “Additional Authority” section?

1. **Implementation**

Are stakeholders being educated about the policy and attendant procedures? Is the policy being followed in practice, or is there a need to address and improve policy implementation?

1. **Accountability**

If applicable, does the policy have or require a mechanism for holding the audience accountable for upholding it?

1. **Drafting and formatting**

Is the policy well drafted? Is it consistent with the current standard policy template? Are the hyperlinks correct and functional? Are the titles and names of individuals, groups, committees, related documents, legislation, forms, etc. accurate?