

## Appendix A. Policy Review Checklist

### Academic Policy Review Checklist

This checklist is a tool that will assist you in completing an academic policy review. Policy reviews are scheduled every five years to assure policies are current. Please complete this form and forward to the Vice Provost for Academic Programs.

POLICY TITLE			
REVIEWER AND DATE			
Item	Yes	No	N/A
<b>1. Does the policy achieve its goals?</b> (Objectives, implementation and compliance are being achieved.)			
<b>2. Are the duties and assignments given to the right people?</b> (Appropriate university delegations, authorities and responsibilities.)			
<b>3. Does it align with university policy and belong in the policy library?</b> (See BOG Policy 1.2.010, Policy on Policy. Add any notes.)			
<b>4. Are the hyperlinks correct and functional?</b>			
<b>5. Are the titles and names of individuals, groups, committees, related documents, legislation, forms, etc. accurate?</b>			
<b>Summary of the review:</b> <input type="checkbox"/> No changes required <input type="checkbox"/> Delete <input type="checkbox"/> Minor revisions (attach recommendations) <input type="checkbox"/> Major revisions (needs to be reviewed by appropriate groups)(attach recommendations) <b>Initial Modification and final review by:</b> <hr/>			
<b>Recommended to be review by:</b> <input type="checkbox"/> Faculty Senate <input type="checkbox"/> Academic Council <input type="checkbox"/> Provost Council <input type="checkbox"/> Grad Council <input type="checkbox"/> Other – Please list <hr/>			

All changes to Academic Policies will be reviewed by the Office of General Counsel and approved by the Provost before being posted in the Policy Library.

Modified with permission from The University of Melbourne (2013). Policy and Procedure Review Checklist. Version 1.  
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