**GOVERNMENT:**

**CONTEXT.**

**WHAT IS A POLICY REVIEW.**

**Meaning of policy review.**

Policy review is a process to evaluate the working of a particular policy. When a policy is not working properly a review is done. Sometime a change in the policy may make it more effective.

It enables policy makers to learn about what worked or did not work, and what contributed to policy success or failure. Policy review builds on these evaluation results in order to inform decisions on whether and how such policy needs to change.

Purpose

The purpose of a comprehensive review is to take an in depth look at existing administrative policies and associated documents such as procedures, FAQs, and appendices to:

1) determine whether a policy is still needed or if it should be combined with another administrative policy.

2) determine whether the purpose and goal of the policy is still being met.

3) determine whether changes are required to improve the effectiveness or clarity of the policy and procedures.

4) to ensure that appropriate education, monitoring and ongoing review of the policy is occurring.

**Note:** Where an action step is specified for a policy owner (“owner”), the task may also be performed by the owner’s designate, such as the primary contact for the policy. The owner remains responsible for the content and meeting the required steps and deadline.

**Approach**

This review is a partnership with the policy owner, in consultation with groups such as the Policy Advisory Committee (PAC). Recommendations and subsequent outcomes will be shared with the President’s Policy Committee (PPC) if the proposed changes are significant.

Steps

1. Policies due for comprehensive review are identified either by the owner or by the director of the Government Policy Program (GPP).
2. The director will send an email to the owner six months in advance of the date for completion of the review.
3. The owner creates a Google Doc of the current policy and associated documents.
4. The owner examines their policies and procedures, considering comments captured through the comment boxes on the policy and related documents (available under the maintenance tab) as well as feedback obtained through their other mechanisms, such as meetings, helpline, etc. The owner should also review.
5. What is working well with the process and policy?
6. Does this policy have known points of failure, and if so, what improvements would reduce these failure points?
7. If compliance with this policy is part of measuring its effectiveness, how do you assess compliance?
8. Are there audit findings to consider?
9. How does your policy compare with peer institutions?
10. What common questions have been asked since the past review? Are they on particular clauses or section of the policy?
11. Are there patterns to consider from the policy comments submitted to the library?
12. Does the policy owner or senior leader wish to propose a significant change?
13. When considering policy language through the stated equity lenses, are there any potential barriers to compliance with the policy or disparate impacts created by a policy and/or related documents (FAQ, procedures, appendices)?
14. Equity lens: 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 American Indians and other indigenous populations
15. If so (Q j):
16. Describe the potential barrier or disparity
17. Specify how the potential barrier/disparity might be mitigated/not mitigated
18. Explain the process used to arrive at the determination
19. State how those impacted by the identified disparity were consulted
20. Who are the central individuals or units that should review this policy?
21. For system-wide or multi-campus policies, what is your plan for involving relevant staff in the revision and consultation process?
22. Does this policy still align with other associated policies?
23. Are the impacted audiences still the same?
24. Are any changes needed to reflect current titles, changes in authorities for the individuals who play a role in the policy?
25. If there are special situations, have these changes? More to add or remove?
26. Should there be changes to prohibitions?
27. Are there new documentation requirements/changes?
28. Are any new supplemental documents needed?
29. Are there FAQs to be added?
30. Are the procedures still correct?
31. The owner revises the policy and associated documents as needed on the Google Doc, using track changes.
32. The owner consults the revised draft with key constituents:

* internal management and other specific individuals/units that have some piece of the process, hold a key role, or who may be impacted by the changes;
* the Equity Lens Policy Review Committee;
* appropriate Government Senate committee
* Representatives or committees that are comprised of the direct audience for the policy (e.g., for human resource policies, it might be the Human Resources leads).

1. The owner considers all the feedback from the consultation and comments submitted since the last version and incorporates changes as needed. Note that not all suggestions need to be accepted unless the suggestion addresses incorrect or incomplete information.
2. Once the revised policy draft is ready for submission, the owner completes the Administrative Policy review form and informs the Government Policy Program (GPP) director that the policy is ready to present to the Policy Advisory Committee (PAC).

* If the owner wishes to request an extended comprehensive review period (from 4 years to as long as 6 years), they complete the Comprehensive Review Extension Request form and submits it along with their other materials.

1. The owner sends the revised documents and form(s) to the GPP director.
2. The GPP director performs a preliminary review of the form(s) and policy, and provides suggestions. The owner determines whether to incorporate any of the suggestions.
3. The GPP director then forwards the revised policy, form(s), and associated documents to the PAC members for review approximately one week in advance of the meeting.
4. At the PAC meeting, the owner presents the revised policy and associated documents, and captures feedback from the PAC members.
5. The owner makes changes to the policy draft, if any, and forwards the final to the GPP director.
6. If the changes to the policy are minor, the GPP updates the policy on the Policy website and notes the key changes in the Policy History.
7. If the changes are significant or if the owner has requested an extension to the next comprehensive review period, the director places the policy or request on the agenda of the President’s Policy Committee at their next scheduled meeting.

Public Policy Review and Approval

1. The policy owner presents the documents to PPC and responds to questions.
2. The PPC determines whether to approve the proposed policy changes.
3. If yes, the policy, after incorporating updates based on the discussion with the GPC, is posted on the policy website for 30 days for public comment. The GPP director places an announcement in the Brief. Owners should communicate the policy changes to their end users.
4. The owner, the GPP director, and the PPC chair review comments received from this public comment period. The owner determines what modifications to the policy draft will be made.
5. The PPC chair either approves the proposed modifications to the policy for publication on behalf of the PPC, or, if there the modifications are significant, brings the final policy back to the PPC for approval to publish.
6. The PPC also reviews any comprehensive review extension requests and determines whether to grant the request. If yes, the new date is updated by the GPP in the policy library.

**Implementation**

1. The owner sends the final policy revision to the GPP to upload to the Policy website.
2. If the policy changes include a requirement for formal training, the owner works with the appropriate training specialists to ensure that it is deployed (e.g., changes or new financial policies should also go through Training Services so that training materials and/or associated courses reflect the most current information.)
3. The owner uses a variety of communication vehicles to disseminate the policy information to the appropriate audiences.
4. The GPP publishes a quarterly policy newsletter, and assists the owner with any additional communication, at the request of the owner.