University Committee on Administrative Policies
Policy Review Guidelines

Created: October 5, 2017

A. Prior to a meeting, the UCAP Chair(s) will provide copies of any new policies or existing policies due for review, following initial review by the Office of Legal Affairs.
   a. It is expected that new policies will have been widely discussed among appropriate stakeholders before being brought to UCAP.
   b. The policy developer will be invited to introduce a new policy or recommended changes to any existing policy.
   c. Changes to existing policies will be shown in revision mode.
   d. A policy review tracking form will be maintained electronically for each policy reviewed to note any changes and keep track of the policy through the process.
   e. All policies will be presented in the JCU policy template. The headings within the template can be modified, if needed, for particular policy contexts.

B. The Committee will vote to 1) send the policy on for public comment, 2) recommend further changes, or 3) not approve the policy. Policies that are recommended for further changes will be reintroduced to the Committee either by email or during a subsequent meeting.

C. Once the Committee reviews the policy and recommends adopting the changes, the final proposed policy version will be circulated to the Senior Leadership Team, as appropriate, for input, and then will be posted for review on InsideJCU for thirty days. Other bodies (Staff and Faculty Councils and the University Committee on Educational Policies) will also be provided the policy for review during this period.

D. After the thirty-day review period, the Committee will review the policy along with any comments or recommended changes for a final time. The review can either occur electronically or during the next scheduled meeting. Should the policy garner a large number of comments or undergo substantive change from the circulated version that require additional input, it may be re-circulated for a second review period.

E. The Committee will vote to approve or not approve the policy. The majority of members must approve the policy for it to be adopted. If approved, the Policy will be assigned a Policy number, communicated to all stakeholders via

appropriate means, and uploaded to the website.

POLICY TEMPLATE:

Policy:	Policy No:
Policy Owner(s):	Original Date:
Last Revised Date:	Approved Date:

I.   **POLICY**:

II.   **PURPOSE**:

III.   **SCOPE**:

IV.   **PROCEDURES**:

V.   **CROSS REFERENCES**:

VI.   **ATTACHMENTS**:

Policy Routing Checklist

Please attach to proposed policy:

Policy Developer: _____

Policy Name: _____ **Policy Number:** _____

Scope of Policy: (identified by policy owner)

☐ All John Carroll University Employees

☐ John Carroll University Staff Employees

☐ John Carroll University Faculty Employees

☐ Other: _____

Please list all links & attachments and include attachments in submission to Policy Committee.

Policy Review Steps:

1. ☐ **Review by Office of Legal Affairs, as appropriate: Date:** _____

2. ☐ **UCAP Review**:   **Date(s) of Review:** _____

   ☐ No Changes. Review complete

   ☐ Revisions needed –please track all changes before submitting to Policy Committee.

   ☐ Retire Policy - no longer relevant

   ☐ Do not approve

   ☐ Approve

3. ☐ **Review by Senior Leadership Team, as appropriate. Date:** _____

4. ☐ **Review by Other Bodies.**

   Faculty Council - Date: _____
   Does policy require formal review by faculty? ☐ Yes   ☐ No
   If so, is policy approved by faculty? ☐ Yes   ☐ No.
   Date of approval: _____

   Staff Council – Date: _____

   Educational Policies – Date: _____

5. ☐ **Posted on Inside JCU for thirty-day period? Dates:** _____

6. ☐ **Final Review by Policy Committee. Date:** _____

7. **Recommended date for next review:** _____