

Policy Advisory Council

Policy Review Guidelines

The following questions are offered as guidelines for policy proposals presented to the Policy Advisory Council (PAC). This is a living document and does not limit the PAC from asking policy-specific questions or amending these guidelines in the future. Please answer all questions associated with the recommended action (i.e., new, revised, repeal) to the maximum extent possible and refer to the UO definition of “policy” when considering your proposal.

Definition

The University of Oregon, Policy On University Policies states that “Policy” (1) has broad application or impact throughout the University community; (2) must be implemented to ensure compliance with state or federal law; (3) is necessary to enhance the University’s mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board or the President as a University Policy subject to the Policy-Making Process. A policy establishes rights, requirements, or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.

New or Revised Policy

1. What need does this policy attempt to address?
2. Does this policy comport with the UO definition for a university-wide policy?
3. Is this policy required by an external entity (e.g., federal or state law)?
4. Who is affected by this policy and how are they affected?
5. Who was consulted in the drafting of this policy?
 - a. Subject matter experts?
 - b. Key constituent groups?
6. What questions came up in the consultation/development and how are they addressed?
7. What new resources (e.g., financial, human, operational, technological) are needed to implement and maintain compliance with this policy?
8. Are there known costs, cost savings, or other consequences associated with this policy?
9. Does the policy adequately separate out applicable procedures?
 - a. Where will these procedures be posted?
10. What education or training is required to successfully implement or maintain this policy and to promote compliance?
 - a. Who is responsible for these efforts?
11. Does the proposed concept relate to a matter within a union contract? If so, please describe.

Revised Policy

1. Have you looked at other policies that cover the same subject matter and looked for opportunities to consolidate policies?
2. Have all references to other policies (e.g., ORS, OAR) been updated?

Repeal

1. Why is this policy proposed for repeal (e.g., duplicative, inapplicable)?
2. Who was consulted in recommendation to repeal this policy?
 - a. Subject matter experts?
 - b. Key constituent groups?
3. Are there procedures, practices or principles within the policy that should be retained?
 - a. If so, where will these be housed?
4. Are there any potential consequences associated with repealing this policy?