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|  **CHECKLIST A – NEW *or* REVISED POLICY** *(Significant Content Revision)* |
| The Administrative Policy Review Checklist may be used as a tool to assist with the development and review process for policies. The checklist provides a summary of things that should be considered. |

New Policy Revised Policy

 *(Significant* *Content Revision)*

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| **SECTION I: POLICY INFORMATION** |
| **REVIEW DATE:** |  |
| **RESPONSIBLE OFFICIAL (Title):** |  |
| **RESPONSIBLE EXECUTIVE (Title):** |  |
| **RESPONSIBLE DIVISION:** |  |
| **APPROVAL AUTHORITY:** |  |

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| **SECTION II: SUMMARY STATEMENT** |
| [Brief statement outlining why this policy or procedure has been created/revised/reaffirmed/superseded/rescinded.] |

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| **SECTION III: DEFINITIONS** |
| **ADMINISTRATIVE POLICY APPROVAL FORM** | Document that summarizes the need for a new, revised, reaffirmed, or rescinded policy or procedure, with original signatures. |
| **MINOR UPDATE** | Minor updates to a current policy, such as title changes, spelling and grammar updates. |
| **NEW POLICY** | Written principles put in place to govern university processes, activities, and/or functions, and to help achieve compliance with any applicable laws and regulations. |
| **REAFFIRMED POLICY** | A policy that remains in effect once a review of the policy concludes that no changes (or only minor updates) to the policy are necessary. |
| **RESCINDED POLICY *or* PROCEDURE**  | Policy that is no longer applicable to the campus *or* procedure that was previously identified as a policy. |
| **REVIEW OF CURRENT POLICIES** | Current policies are reviewed every three (3) to five (5) years or sooner as recommended by the Responsible Official. *See Policy A-02, Policy on Administrative Policies.* |
| **REVISED POLICY** | Revisions that change or augment the original meaning, instruction or directive of the policy, including when any reference authority documents are revised or changed. |
| **SUPERSEDED POLICY** | Policy that has been replaced in power, effectiveness or authority by another policy. |
| **UPM** | University Policies Manual |

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| **SECTION IV: CHECKLIST A** (New or Revised Policy) |
| For new, revised or reaffirmed policies, the Administrative Policy Template shall be used for format consistency and to ensure all relevant information is included in the policy document. | **Yes** | **No** | **N/A** |
| **The Responsible Official** determines need for new or revised policy andl shall oversee the drafting and development process. The Responsible Official should also review and update policies on a timely basis to ensure compliance with current laws, regulations, and best practices, and seek review and approval of any material changes to the policy. |  |  |  |
| * The recommendation to create a new policy or revise an existing policy should be reviewed or made in collaboration with appropriate campus constituents and affected departments. Additionally,
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| * Review by CSU Legal Counsel may also be recommended depending on the content.
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| * If related to faculty or staff conditions of employment:
	+ Faculty Affairs and/or Human Resources should be consulted.
	+ Appropriate bargaining units should be notified.
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| * + If there are possible “Meet and Confer” issues (wages, working conditions, or if a policy violation could lead to disciplinary action), forward policy to Human Resources and/or Faculty Affairs for analysis and recommendation.
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| * Document and verify source and governing documents.
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| * Policy recommendation and related documents shall be reviewed and approved Responsible Executive.
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| * Responsible Executive forwards to President’s Cabinet for review, comment and recommendation.
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| * + May recommend consultative review by Academic Senate, depending on policy content.
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| * + If pending consultative review by Academic Senate, President may approve as “interim” policy.
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| * After appropriate consultation is completed and no further analysis and/or redrafting is required, Responsible Executive will forward new or revised policy in final format (and redline format if revised), any associated documents, and the approved Administrative Policy Approval Form to the Office of the Vice President for Administration.
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| * The recommendation will be vetted by the Office of the Vice President for Administration to verify the recommendation is complete, appropriate consultation has been completed, and no further changes or clarifications are necessary.
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| * President approves new or revised policy.
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| * Office of the Vice President for Administration will update the UPM website as appropriate after the signed Administrative Policy Approval Form is received from the President.
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| * Responsible Executive (or designee) shall distribute notice to campus or appropriate constituents summarizing new policy or revisions to an existing policy.
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| * Responsible Official maintains documentation of review and consultation process.
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| **SECTION V: SUMMARY PAGE** (Detailed Summary of Development/Consultation/Implementation Process) |
| [Provide details of the development/review/implementation process, e.g., why a new policy was developed or why a current policy was revised; consultative efforts; governing documents and other resources utilized to develop the policy; minor/significant amendments; implementation process; communication plans, etc.] |