Questions for Policy Authors to consider when writing or revising policies:

Relevant

Have new considerations emerged in best practices, university operations, culture, or social trends that indicate the need for a new or revised policy?

Supportive

Are there any new mandates or regulatory guidance that require or suggest a policy revision or a new policy is needed?

Integrable

Rather than creating a new policy, is integration with other policies, procedures, standards, or other documentation feasible?

Outdated

Is this policy still applicable, or can it be eliminated?

Accurate

Are cross-references and technical information, such as terminology, office names and numbers, websites, and hot-lines current and correct?

Impactful

What other university guidance would be impacted by the new or revised policy?

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