

Policy Review Procedure

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1. The senior administrator identified as the policy owner assigns the policy review to an individual, committee, or ad hoc group.
2. The assignee assesses the policy and makes recommendations for revision [following this template](#).
3. The senior administrator or a designee will coordinate 1) the stakeholder review and recommendation process, and 2) the approval process.
4. Approved revisions will be copy-edited, formatted in the official policy template, and posted on the Policy Library by a member of the Policy Working Group under the direction of the senior administrator or a designee. The policy statement will document the revision history.
5. Approved policy revisions will be assigned a review date of five years from approval.
6. Revised policies will be archived in their original form on the Policy Library.