

Clayton State University
Guidelines for the Policy Committee's
Inaugural Review of Existing Policies
June 11, 2024

The following list of questions should be considered when reviewing existing policies, to ensure that the initial review is conducted thoughtfully and thoroughly:

1. **RESPONSIBLE UNIT/POLICY OWNER.**
Which unit of the university is responsible for this policy and would be viewed as the policy owner?
2. **CONTINUED NEED FOR POLICY.**
Is the policy still necessary in light of its stated purpose and goals? Would the document function better as procedures or guidelines?
3. **ALIGNMENT WITH LEGAL REQUIREMENTS AND BEST PRACTICES.**
Is the policy current? Does it align with SACSCOC policy, BOR policy, Georgia regulations, legal requirements and best practices in higher education?
4. **INSTITUTIONAL VALUES AND OBJECTIVES.**
Does the policy clearly and effectively communicate University values as well as the general purpose for the policy? Does the policy meet institutional needs?
5. **EFFECTIVENESS.**
Does the policy function well as written, or should it be revised (e.g., by drafting it more clearly) in order to improve its effectiveness? How are violations and exceptions handled or treated?
6. **IMPLEMENTATION.**
Is the policy being followed in practice, or is there a need to address and improve policy implementation or adherence?