

Three Suggestions to Identify Your Policy Priorities

I. Is it a University Policy?

Before you begin to revise your respective policies, it is important to determine if each policy meets the criteria of a “University Policy.” A University Policy includes the following characteristics:

- It is a governing principle that mandates or set limits within which members of the university community are expected to operate,
- It has broad application across the University;
- It derives from the authority of Regents Rules or ensures compliance with applicable laws and regulations;
- It supports the University’s mission and strategic goals; and
- It promotes consistency, efficiency, and effectiveness and/or reduces institutional risk.

II. What are Your Policy Options?

When you have identified which of your respective policies are (or are not) “University Policy,” then you’re ready to determine if it is appropriate to combine, create, delete, or revise each policy.

Combine: To consolidate multiple University policies (whether existing or under development) that contain information addressing a single policy issue into one document, where appropriate.

Create: To develop a new University policy to address a statutory requirement, Regents Rule, Presidential or Cabinet-level directive, or policy issue that has broad application across the University. (Note: Review the entire University Policy Manual and check with the Policy Office to determine if there is an existing policy (or a policy under development) on an issue before you create a University Policy).

Delete: To remove a policy from the University Policy Manual (and make it ineffective as a University Policy). You may request to delete a policy when it is obsolete, and/or does not contain any provisions required by law or Regents Rules and can be deleted without any apparent legal or operational implications, or it contains information that is most appropriate for a website, internal administrative procedures manual, or other method of correspondence (i.e., policy is descriptive of a unit or position).

Revise: To make a substantive or non-substantive change to the content (or format) of an existing University policy. Refer to the [Policy Development Checklist](#) developed by the Policy Office for tips on revising your policies.

III. Is it a High Priority?

Now it’s time to determine the order in which you will revise your policies. A University Policy may be considered a “high priority” when it is:

1. required by statute, Regents Rules, or at the direction of the President or a Vice President; and/or
2. identified as an institutional risk, inefficiency, or an area of concern through an audit, compliance or legal review, or external agency notification and/or review.

Generally, a policy that is identified as a “high priority” should be reviewed or revised before a policy that is considered a medium or low policy priority.