

## University Policy Review

A comprehensive, periodic review of university policies is required to determine if:

- The purpose and goal of the policy are still being met
- There are any new mandates (e.g., state or federal law changes) that require a policy change
- Changes have occurred in best practices, customer needs, university culture or social trends
- Changes are needed to improve effectiveness or clarify the policy or procedures
- The issue can be integrated with or addressed by other policies, rules or documents
- The appropriate training and education is occurring
- The policy is still needed

Complete this *University Policy Review* form to:

- Document that a comprehensive review was completed
- Recommend an action for an existing university policy

Questions? Contact Policy, Compliance and Internal Controls at [plajacon@buffalo.edu](mailto:plajacon@buffalo.edu)

Description	Policy Information
Policy Title	
Contact Person Phone/Address/Email	
Responsible Office	
Responsible Executive	

Recommendation	Policy Review
<input type="checkbox"/> <b>No Changes</b>	Policy review complete Review includes policy, procedures, guidance, forms, department website Policy and related information is accurate and revisions are not required
<input type="checkbox"/> <b>Edit Policy</b>	Policy review complete Edits required (updating links, contact information, definitions; spelling; grammar) Draft with changes attached
<input type="checkbox"/> <b>Revise Policy</b>	Policy review complete Revisions required (change in policy statement or other requirements) Draft with changes attached Policy Review Group review required
<input type="checkbox"/> <b>Merge Policy</b>	Policy review complete Merge policy with another policy; combine related policies into a new policy Draft with changes attached Policy Review Group review required
<input type="checkbox"/> <b>Retire Policy</b>	Policy review complete Retire policy Explanation:

<b>Approval</b>
<b>Responsible Office Approval</b>
Signature: Date:
<b>Responsible Executive or Designee Approval (required for revisions, merge policy, or retire policy)</b> <b>Responsible Executive or Designee may send an email to <a href="mailto:plojacon@buffalo.edu">plojacon@buffalo.edu</a> to document approval</b>
Signature: Date:
<p style="text-align: center;"><b>Send this completed University Policy Review form to:</b>  <b>Policy, Compliance and Internal Controls   420 Crofts Hall, North Campus   <a href="mailto:plojacon@buffalo.edu">plojacon@buffalo.edu</a></b></p>

July 21, 2020