Policy Review Committee Meeting

February 23, 2017
Temporary and Permanent Platforms for Policy Review
Temporary Policy Review Platform Options

- Sakai
- SharePoint
- Office 365
- Word
Timeline for Permanent Central Repository
Policy Review Process Flow
University Policy Lifecycle

Figure 8: University Level Policy Life Cycle

1. Policy Development
   - Issuing Unit: has primary responsibility and ownership for developing policy
   - OIP: assists in the completion of a policy template, offering its expertise in terms of procedures and standards

2. Policy Review
   - Informal/Initial Review:
     - OIP and Issuing Unit determine relevant stakeholders and solicit their feedback
     - Issuing Unit may choose to offer open feedback period
   - Formal Review:
     - Draft policy is sent to the PRC for review, following the Consent Agenda
   - 75% of policies expected to have no changes or minimal changes

3. Policy Approval
   - Minor change or low-risk policy (>90% of policies)
   - VP / Unit Head gives final approval for policy
   - OR
   - Major change or high-risk policy (<10% of policies)
   - EPAC gives final approval for policy
   - If EPAC wants to elevate approval of the policy to the Chancellor/ Cabinet, it may do so (<1% of policies)

4. Policy Communication
   - OIP officially posts the in-review and approved policies publicly
   - OIP assists in communication / widespread dissemination of information (for instance, in regular newsletter)
   - Issuing Units communicate all changes to relevant stakeholders
   - Policy Liaisons communicate policy related information to their units as needed

5. Policy Maintenance
   - OIP will initiate scheduled policy reviews. It will also monitor feedback on policies in use and communicate feedback to issuing units
   - Issuing Unit can also initiate policy review
   - Issuing Unit will conduct the review and if substantive changes need to be made, begin the development process

University Policy Life Cycle
Unit Policy Lifecycle

**Figure 7: Unit Level Policy Life Cycle**

1. **Policy Development**
   - Issuing Unit: Has primary responsibility and ownership for developing policy.
   - OIP: Assists in the completion of a policy template, offering expertise in terms of procedures and standards.

2. **Policy Review**
   - Informal/Initial Review:
     - OIP and Issuing Unit determine relevant stakeholders and solicit their feedback.
     - Issuing Unit may choose to offer open feedback period.
   - Ready for Approval.

3. **Policy Approval**
   - VP / Unit Head gives final approval for policy.
   - Approved (95% of policies).

4. **Policy Communication**
   - OIP officially posts the in-review and approved policies publicly.
   - OIP assists in communication / widespread dissemination of information (for instance, in regular newsletter).
   - Issuing Units communicate all changes to relevant stakeholders.

5. **Policy Maintenance**
   - OIP will initiate scheduled policy reviews. It will also monitor feedback on policies in use and communicate feedback to issuing units.
   - Issuing Unit can also initiate policy review.
   - Issuing Unit will conduct the review and if substantive changes need to be made, begin the development process.

Feedback (25% of policies)
Not approved (<5% of policies)
Material Changes
Transitioning
Administrative and Departmental Policies →
University and Unit Policies
Policy vs Standard vs Procedure
University Policy vs. Unit Policy

Figure 5: Policy Type Decision Tree

1. Is this policy broadly applicable across UNC-Chapel Hill?
   - No

2. Is this policy written to inform someone outside the unit of their rights and responsibilities?
   - Yes → University Policy
   - No → 3

3. Is this policy regulating the actions of the unit as it interacts with other units on campus?
   - Yes → University Policy
   - No → Unit Policy
# Timeline for Policy Transition

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**Standardize and Catalog University Policies**
- Tinu Diver
  - Feb 2017: 1%
  - Mar 2017: 100%

**Policy Prioritization Plan**
- Tinu Diver
  - Feb 2017: 0%
  - Mar 2017: 0%

**Listening Tour/Internal Assessment/Survey**
- Tinu Diver
  - Feb 2017: 0%
  - Mar 2017: 0%

**Determine what additional process controls need to be in place to manage high risk areas**
- Kim...
  - Feb 2017: 0%
  - Mar 2017: 0%

**policies.unc.edu Transition**
- Tinu Diver
  - Create temporary site to facilitate policy review during transition period
  - Feb 2017: 0%
  - Mar 2017: 0%

- Link all Units
  - Feb 2017: 0%
  - Mar 2017: 0%

- Re-categorize Admin Policies to University
  - Feb 2017: 0%
  - Mar 2017: 0%

- Re-categorize Dept Policies to Unit
  - Feb 2017: 0%
  - Mar 2017: 0%

- Identify, and improve redundant, conflicting, and incorrect policies
  - Feb 2017: 0%
  - Mar 2017: 0%

- Enact PR Process/New and Revised Policies
  - Feb 2017: 0%
  - Mar 2017: 0%
# Policy vs Standard vs Procedure

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<tr>
<th>Policy</th>
<th>Standard</th>
<th>Procedure</th>
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<tr>
<td>(Strategic)</td>
<td>(Tactical)</td>
<td>(Implementation)</td>
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<tr>
<td>• High-level statement that sets direction</td>
<td>• Overarching requirements</td>
<td>• Step-by-step instructions to implement policies and standards</td>
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<td>• Applies across University</td>
<td>• Specifies uniform method of support for the policy</td>
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<td>• Contains criteria in template</td>
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# Policy vs Standard vs Procedure

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<th>Standard (Tactical)</th>
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<tr>
<td>• Protection of Minors&lt;br&gt;• Public Records Request&lt;br&gt;• ADA Reasonable Accommodation in Employment</td>
<td>• Standards for Programs Serving Minors&lt;br&gt;• All requests must be made in writing&lt;br&gt;• University Responsibilities and Employee/Applicant Responsibilities</td>
<td>• How to Report Suspected Child Abuse/Neglect&lt;br&gt;• Where to send requests&lt;br&gt;• Procedure to Request A Reasonable Accommodation</td>
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