Checklist for Revising a Policy

Background:

College-wide policies and procedures, as listed on the [Policy website](), will be reviewed on a three-year cycle. The date the policy and procedure were established, reviewed, revised (if applicable) and future review date will be tracked by the President's Office. Responsible executives will be notified by the Assistant to the President, Strategic Initiatives when a policy is due for the three-year review cycle.

Exceptions to the three-year review cycle are legal and/or compliance regulations which require immediate revision.

If you have been selected to complete a review of an existing policy, please consult the Glossary of Terms located on the [Policy website]() and the policy division representative who will provide support and guidance throughout the checklist below.

1. **Research**

   a. Prior to reviewing an existing policy, identify and consult all key stakeholders (e.g., subject matter experts and related policy owners).

      Key stakeholders consulted:

      _____

      _____

      _____

      _____

      _____

      _____

      _____

   b. If no changes are recommended to the existing policy, contact the responsible executive and the Assistant to the President, Strategic Initiatives.

      The review is complete with no recommended revisions, do not continue through the remainder of the checklist.

   c. If changes are recommended, revise the existing policy utilizing track changes to create a redline version.

d. Distribute the revised policy to the key stakeholders to provide feedback and build consensus.

-   Review the language of the policy to assure it is easily understood with a high probability of clarity by all intended audiences.

-   Review all College documents, SUNY Documents, other documents linked to the policy.

-   Review policy template, located on the [Policy website](#), to ensure consistency in presentation of information.

-   At this stage, the policy author may determine that an accompanying procedure should be developed. To create a new procedure, review the checklist located on the [Policy website](#).

e. E-mail the revised policy and accompanying procedure (if applicable) to the Assistant to the President, Human Resources and Organizational Development, Chief Diversity Officer, Institutional Compliance and Internal Audit, and CFO/Vice President, Administrative Services to assess and review for compliance, legal and financial impact.

NOTE: The policy author may be contacted to answer questions.

Assistant to the President, Human Resources and Organizational Development

Date reviewed: _____

Chief Diversity Officer

Date reviewed: _____

Institutional Compliance and Internal Audit

Date reviewed: _____

CFO/Vice President, Administrative Services

Date reviewed: _____

Advise key stakeholders of compliance, legal, and/or financial concerns and recommended actions, if any.

2. Review

a. Submit the revised policy to the Executive Assistant to the President, who will add the policy to the President's Staff meeting agenda for review by members of President's Staff. The responsible executive will present the policy to President's Staff and may ask the policy author to attend.

Date reviewed at President's Staff meeting: _____

b. If revisions are determined by the College officers to be minor, the revised policy will be approved by the College officers and the policy will be posted on the policy website by the President's Office.

    Minor revision: Revisions that do not affect the basic requirements, principles, scope or intent of a policy, but instead consist of non-substantive or technical corrections, updates or clarifications. Minor revisions may include, substituting a new title or department name; adding a reference to a new regulation or guideline; re-ordering information for clarity; or inserting a definition to explain a policy.

    If a substantive revision, continue with this checklist.

    Substantive revision: Revisions that introduce a significant change to the scope or consequence of a policy. Substantive revisions alter the underlying principles or intent of the policy, or significantly modifies the requirements of the policy.

c. E-mail the revised policy to the shared governance leaders. The policy author may be invited to attend shared governance meetings to provide rationale for the proposed policy revision and answer questions.

    NOTE: Comments from shared governance groups should be provided directly to the policy author during the 30-day College community review.

d. E-mail the revised policy to the Assistant to the President, Strategic Initiatives for preparation of the 30-day College community review.

    NOTE: When a revised policy is open for review, the College community will be notified by the Assistant to the President, Strategic Initiatives via the *MCC Daily Tribune* and *Student Tribune*. The review of the revised policy will automatically close at the end of the 30-day College community review.

e. Write an executive summary of the comments received and provide responses to questions and concerns raised via the 30-day College community review. Submit to the Assistant to the President, Strategic Initiatives.

    NOTE: Edits made to the revised policy after the 30-day College community review must be incorporated in a redline version of the revised policy to be included with the executive summary.

    The Assistant to the President, Strategic Initiatives will share the executive summary with the College community via the *MCC Daily Tribune* and *Student Tribune*, and submit the red line documents (if applicable) and the executive summary to the MCC Board of Trustees for a first read.

f. Attend the next scheduled MCC Board of Trustees meeting to provide the rationale for the revised policy and respond to questions.

g. If changes are recommended or questions raised by the MCC Board of Trustees, the revised policy will be returned to the policy author for further review and possible recirculation through the review process *(See 2: Review)*.

h. If no changes are recommended or questions raised by the MCC Board of Trustees, the Assistant to the President, Strategic Initiatives will prepare a resolution and the revised policy will be voted on at the subsequent board meeting.

Board of Trustee Approval:

Upon approval by the MCC Board of Trustees, the policy will be added to the [Policy website](#) by the President's Office.