



## Policy Review Guidelines

*These Guidelines should be used when reviewing an existing policy. Policy Developers do not need to submit the answers to these questions to the Policy Advisory Group but should note their responses and be prepared to discuss them as part of the policy development process.*

### 1. Alignment and Relevance

- Confirm that the policy continues to serve a clear and necessary purpose within Acadia University's operations.
- Ensure the policy remains consistent with Acadia's mission, vision, values, and strategic priorities.
- Verify compliance with current legislation, regulations, and collective agreements.
- Assess whether the policy reflects the University's ongoing commitments to equity, diversity, inclusion, accessibility, and anti-racism.
- Determine whether the policy continues to align with governance and administrative structures, or if updates are required to reflect organizational changes.
- Consider whether the scope of the policy (i.e., who or what it applies to) remains appropriate.

### 2. Consistency and Clarity

- Identify any contradictions or overlaps within the policy or with other University policies.
- Confirm that roles, responsibilities, and authorities are accurate and current.
- Evaluate whether the language is clear, inclusive, and easy to understand for the intended audience.
- Note any ambiguities or unclear sections that have caused confusion or inconsistent interpretation.

- Check whether the policy has been applied consistently, or if deviations suggest a need for clarification or revision.
- Ensure that related procedures, forms, or guidelines remain relevant and aligned with the policy intent.

### **3. Context and Existing Materials**

- Review past decisions, correspondence, and meeting minutes to identify any issues, questions, or interpretations that have arisen.
- Examine internal audit findings, risk assessments, or other evaluations that reference the policy.
- Assess whether current practices align with the written policy; if not, determine whether the practice or the policy should be updated.
- Note any emerging issues or risks that might justify a modified review cycle.
- Determine if structural or title changes in University administration require updates to the document.

### **4. Environmental Scan and Comparative Review**

- Compare the policy with equivalent policies at other Nova Scotian universities to identify benchmarks or gaps.
- Confirm alignment with government requirements, accreditation standards, and external regulatory expectations.
- Evaluate whether the policy reflects current best practices in postsecondary administration and governance.
- Consider whether the policy remains relevant in light of technological changes, sustainability goals, or new social and ethical standards.
- Identify whether emerging trends or changes in legislation require updates to ensure ongoing compliance and relevance.

## **5. Impact Analysis**

- Identify who is affected by the policy and who is responsible for ensuring compliance.
- Determine whether any individuals or groups experience barriers in relation to the policy's application.
- Evaluate how effectively the policy achieves its intended outcomes and whether its implementation remains practical and efficient.
- Assess whether resources, systems, and/or training are required to support compliance.
- Identify the individuals, groups, and/or governance bodies that should be engaged in the review process.
- Consider the risks of maintaining, revising, or rescinding the policy.

## **6. Drafting Considerations**

- Use concise, clear, inclusive, and accessible language, suitable for a broad University audience.
- When possible, build flexibility into the policy to allow for changing circumstances or emerging needs.
- Consider the financial implications of the policy, including any resource or budget requirements.
- Assess whether the policy will require training or educational initiatives to support implementation.