

UMD Academic Policy Review Process 2022-23

A policy is identified for development or review, based on:

- The current policy has not been reviewed for an extended period and is time for a review
- The current policy needs to be updated to reflect changes to other items, including and not limited to:
 - Board of Regents policy changes
 - Accreditation standards
 - External and/or internal environmental contextual factors
- A need is identified that warrants development or revision of a policy

Steps

1. Policy contact (an Associate Vice Chancellor or VCAA staff) reviews the policy and creates a revised draft with input based on items listed above and feedback solicited from subject matter/process experts.
2. *New public review step mirrors process used by the other campuses* Policy contact notifies campus stakeholders by email of the availability of a policy (or policies) for review; comments are collected. Policy contact compiles feedback for consideration.
3. Policy contact takes the draft policy to the “lead” campus-level shared governance group for review and refinement. This governance group also identifies other shared governance groups for the comprehensive governance consultation and review process.
4. Policy contact conducts the consultation and review process with the shared governance groups identified previously. The policy contact addresses comments and questions, and if applicable, compiles suggestions that are taken back to the originating shared governance group for further discussion. This step may involve an iterative process if substantive changes are made during the broader consultative process.
5. Policy contact forwards the final draft policy with a summary of the comprehensive policy review process to UCC. UCC confirms the policy review process has been inclusive of the policy’s relevant governance groups for the shared governance office.
6. Policy contact forwards the policy and all related documents to the EVCAA for formal administrative approval.