



Guidelines for Conducting a Comprehensive Review of Existing Policy

WILFRID LAURIER UNIVERSITY

Waterloo | Brantford | Kitchener | Toronto

The following questions have been designed to help policy owners with the comprehensive review of existing policies. This does not need to be submitted with final policy revisions.

General Elements:

1. Is the policy still valid? Is there still a need for it? Are there any known policy gaps?
2. Are the related procedures relevant and up to date?
3. Does the policy comply with current legislation?
4. How does your policy compare with other institutions? Is there a need to change the policy to ensure it aligns with external best practices?
5. Is the policy or procedure clear, easy to understand and respectful of diversity? Can someone not familiar with your department or the university understand the policy and follow the steps in your procedures without getting confused? Do you use terms that require explanation for others or short forms/acronyms that should be spelled out?
6. Does the policy use non-gendered language such as the pronouns they/them instead of he/she.
7. Should the scope (i.e., to whom or what it applies) be modified?

University Alignment

8. Is the policy consistent with the core values and principles, mission and strategic plan of the University?
9. Does the policy comply with the most recent collective agreements?
10. Does this policy still align with other associated policies? Are there any contradictions?
11. Are any changes needed to reflect current titles, changes in authorities for the individuals who play a role in the policy?

Stakeholder Engagement

1. Who are the key stakeholders that should help with review of this policy?
2. Did you include diverse perspectives when reviewing the policy (diverse perspectives such as sex/gender expression, religion, ability, age, culture, race, and socio economic status, etc.)? Are these perspectives reflected in the policy? Do you consider culturally specific knowledge and practices in the policy? Does the policy require accommodation processes if these perspectives were not included?
3. Are there any potential barriers for any individuals or groups? Are there individuals and/or groups that will be disproportionately and/or negatively affected by this policy? For example, how will women, LGBTQ2S+, racialized communities, Indigenous people, faith groups, persons with disabilities, etc. be affected by the policy? If inequalities are identified, how can they be mitigated or eliminated?
4. Do you monitor and evaluate communications about the policy to ensure that it is effective, inclusive and reaches all stakeholders? How will you address concerns related to the policy?