Policy Toolkit: Submission Checklist

Before you submit a policy for approval, make sure the following have been considered and completed:

☐   The policy is consistent with University Strategic Plan and Objectives.

☐   The policy complies with national legislation and any sectoral regulation.

☐   The policy complies with University Statutes and existing university regulations and policies. Terminology of the policy is consistent with other university policies.

☐   Links to relevant legislation, Statutes, regulations and policies provided.

☐   Best practices in this area in similar institutions have been reviewed for comparison and incorporated in the policy.

☐   All stakeholders and units that are impacted by the policy have been identified and informed.

☐   Stakeholders were given an opportunity to provide feedback on draft policy. All feedback has been incorporated where appropriate.

☐   Resource implications of policy have been considered.

☐   An implementation plan has been drafted and any implementation issues and operational problems identified during the development/review have been resolved.

☐   Units/staff responsible for implementation have been identified.

☐   Necessary communication and training activities have been planned.

☐   Equality, diversity and inclusion has been considered throughout the policy development/review process in line with guidelines provided.

☐   Data protection risk assessment has been conducted.

☐   The policy has been submitted in the appropriate template.

☐   The policy document is written in clear and plain everyday English. It is free of unexplained jargon, technical and legal terms, acronyms and abbreviations.

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