

Evaluating Policies

1. Decide if the statement is really a policy.
 - It could be a procedure
 - It could be information
2. Review the policy and see if it is the current policy or obsolete.
3. If it is not the current policy, determine if it needs to be updated or has been replaced by a newer policy.
4. Send any updates or new policies to Rita Sterling, rmsterling@ualr.edu or to ED 101.
 - Highlight the updated portion of the policy or
 - Note that the policy is new and what policy it replaces
 - Provide the date the policy went in to effect in the policy header
5. If the policy is current and does not need updating, indicate on the policy that it is OK or Approved.
6. Note at the bottom of each policy the information for the source of the policy, dates of revisions, who gave the final approval for the policy and the date of approval and who is responsible for keeping the policy up to date.

Example 1

Source: University-wide Administrative Memo, January 1, 2006

Revised: February 7, 2008

Approved By: Dr. Joel Anderson, Jan. 1, 2006

Custodian: Chancellor's Office

Example 2

Source: UALR Faculty Senate Minutes, April 25, 2007

Revised:

Approved By: Dr. David Belcher, April 25, 2007

Custodian: Provost's Office

Example 3

Source: UALR Undergraduate Catalog 2009

Revised: May 3, 1998

April 8, 2004

September 23, 2008

Approved By: University Assembly, Sept. 23, 2008

Custodian: Records & Registration