

Policy Review Rubric

Policy Under Review _____

Specific DEIA elements to be aware of _____

Policy Text

[Paste Policy Text Here or Paste Link to Online Text of Policy]

Element	Questions	Responses	Draft Changes
Who	<ul style="list-style-type: none"> ● Who is this policy written for? ● Who is this policy written about? <ul style="list-style-type: none"> ○ Are there any groups not covered by this policy that should be? ○ If certain groups are left out, what is the rationale for their exclusion? ● Who wrote the policy? ● Who was included in the creation of the policy? ● Who is responsible for policy maintenance? 	<ul style="list-style-type: none"> ● 	
What	<ul style="list-style-type: none"> ● What is the purpose/intent of the policy? (Pull language from policy if available) <ul style="list-style-type: none"> ○ Is the policy written to deter or encourage specific behavior(s)? ○ If so, which behavior(s)? ○ If so, whose behavior(s)? ● Is the policy accomplishing the purpose/intent listed above? ● What language/phrasing/tone is used in the policy? <ul style="list-style-type: none"> ○ Is it written in plain, inclusive language? ○ Is it written in multiple languages? 	<ul style="list-style-type: none"> ● 	
When	<ul style="list-style-type: none"> ● When was the policy first created? ● When was it last reviewed? 	<ul style="list-style-type: none"> ● 	

	<ul style="list-style-type: none"> ○ Who completed the review? ● When was it last updated? <ul style="list-style-type: none"> ○ Who completed the update? ○ What was updated or changed? ● When is the policy applied? <ul style="list-style-type: none"> ○ If there are exceptions to application, what are they? 		
Where	<ul style="list-style-type: none"> ● Where is the policy applied (specific departments)? ● Where does the policy live? <ul style="list-style-type: none"> ○ How easy is it to find the policy? 	●	
Why	<ul style="list-style-type: none"> ● Why was the policy created? ● Why is the policy still needed? ● Why is the policy being reviewed? 	●	
How	<ul style="list-style-type: none"> ● How was the policy created? <ul style="list-style-type: none"> ○ What was the process followed to create the policy? ● How are stakeholders identified in the creation of new policies? ● How is the policy implemented? 	●	