Five-Year Policy Review Process and Updates/Revisions to University-Adopted Policies

Purpose:

This document will help guide the 5-year review, as well as any updates or revisions of your university-adopted policy.

Classifying Changes/Revisions to University Policies:

Adopted Policies require review five years from their Adoption Date. You will receive an email from the University Policy Committee (UPC) support staff if your policy is up for review during the current Academic Year.

Policies are reviewed by the Responsible Office/Officer and categorized into one of three categories, based on the following criteria:

1. No changes at all need to be made.
2. Minor changes (nothing substantive) need to be made. Changes can include things like updating department names, links, email addresses, and building addresses. Additionally, this can include simple editorial changes, such as grammar, title, typographical errors, or other minor changes.
3. Substantive changes need to be made to the policy.

Category 1: No Changes Needed

Policies that fall in Category 1 simply need to respond to UPC staff that a review has been completed and no changes need to be made. At the next UPC meeting this will be presented to the committee. Once the UPC has

been updated the policy review will be forwarded to the President for their signature and will be renewed for five more years.

Category 2: Minor Changes or Corrections

Policies that fall into Category 2 follow the Minor Changes and Corrections to an Existing Policy. Minor changes include such issues as updating department names, links, email addresses, and building addresses. This can include simple editorial changes, such as grammar, title, typographical errors, or other minor changes.

To submit a Minor Change request, please complete the Policy change log, attach a revised red-lined version of the revised policy and submit the package to Amy Crelly (UPC Staff) at psu-policies@pdx.edu. Once your submission is received, it will go before the UPC for consideration and approval. Once approved by the UPC the policy will be forwarded to the President for their signature and will be renewed for five more years.

Category 3: Substantive Changes

Policies that fall into Category 3 will need to go through review similar to the New Policy Process starting with an Administrative Policy Plan to be presented to the UPC and approved by the UPC prior to policy development.

For more information on the 5-year policy renewal process, please contact University Policy Coordinator Amy Crelly at: psu-policies@pdx.edu.