

Senate Policy Development Checklist

Development and modification of university policies is one of the most important tasks of the Senate Policy Committees and University Library Board. Even what looks like a simple policy is likely to impact many different constituency groups on campus and affect other policies and procedures. It is important that committees perform due diligence in getting background information, input from various groups on campus (and sometimes off-campus) and even applying the policy draft to a variety of scenarios to determine if the policy is clear and complete. The following checklist is designed to help in the due diligence process. This checklist must be attached to the policy resolution when it comes to the Senate for its first reading.

Task	Answers/Explanations
Why is a new policy needed? (Is this a new issue? Why doesn't a prior policy work? Is the matter better addressed by a guideline, presidential directive, memo, or other method?)	
If you are proposing an amendment or change to an existing policy, what is the history of that policy? When was it created and why? When was it last changed and why? What conditions have changed that require the policy to be modified?	
What existing policies also deal with this topic? Should those policies be made part of the new policy or repealed?	
Are there any CSU Executive Orders or SJSU Presidential Directives that affect the proposed policy?	
Is the topic addressed in the CFA-CSU contract? If yes, how? Did you confirm your interpretation with the SJSU CFA Chapter President and Faculty Affairs Office?	
Who did you consult with in drafting the policy besides the members of your committee?	
Did you do research to see how other universities have addressed the subject matter of the policy?	
What is the likely impact of the proposed policy on faculty and staff workload?	
Did you "test" the proposed policy by applying it to a variety of scenarios? Give examples of some of the scenarios.	
Did you determine the financial impact and note it on the resolution? Who assisted your committee in determining the financial impact?	
How will people affected by the policy know about its existence?	
When will the policy become effective?	
Other considerations?	
Please provide key words that the Senate Office can use when the policy is posted to the website so that a search tool will retrieve the policy.	