

Dear Colleague Dialogue

Policy Review: Reviewing Policy and Procedures in Uncertain Times

Insight Summary

June 2021

Pro-Tips for Reviewing Policy, Procedures, and Practices

Emphasize cohesive understanding and implementation of policy.

- Ensure everyone who is involved in implementing the process has a shared understanding of the policy and its requirements.

Be strategic in revisions.

- Make necessary changes for compliance, clarity, and shared understanding. Keep in mind that more significant changes are on the horizon, so be mindful of only making necessary revisions now.

Create systems and practices for efficiency.

- We foresee an active academic year ahead. The best way to prepare is to create systems and well-coordinated practices for efficient implementation of policy.

Potential Areas of Focus to Consider in Review

- Creating clarity on the rules governing the introduction of new evidence, including witness testimony, at the hearing.
 - Consider language in policy or procedures that requires submission of all available evidence during the investigation phase of the process.
- Inclusivity of policy, process, and language.
- Whether to permit opening and closing statements.
 - If your policy permits opening and closing statements, consider including limitations on the scope, purpose, and length (e.g., word or time limits) of the statements.
- Incorporation of pre-hearing meetings and checklists.
- Development of guidelines for witnesses also serving as advisors.
- Identify the scope and purpose of investigator participation during a hearing.
- Deadlines for written determinations.
 - Does your policy allow for sufficient time to develop a clear, comprehensive, and well-reasoned final written determination?
- Internal protocols—individualized risk assessments, emergency removals.
- Formalizing the informal resolution processes.
- Guidelines for questioning procedures at the hearing.