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| **CHECKLIST B – REAFFIRMED, SUPERSEDED, RESCINDED POLICY *or* PROCEDURE** |
| The Administrative Policy Review Checklist may be used as a tool to assist with the development and review process for administrative policies. The checklist provides a summary of things that should be considered. |

Reaffirmed Superseded Rescinded Rescinded

*(No Changes or* Policy Policy Procedure

*Only Minor Updates)*

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| **SECTION I: POLICY INFORMATION** |
| **REVIEW DATE:** |  |
| **RESPONSIBLE OFFICIAL (Title):** |  |
| **RESPONSIBLE EXECUTIVE (Title):** |  |
| **RESPONSIBLE DIVISION:** |  |
| **APPROVAL AUTHORITY:** |  |

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| **SECTION II: SUMMARY STATEMENT** |
| [Brief statement outlining why this policy or procedure has been created/revised/reaffirmed/superseded/rescinded.] |

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| **SECTION III: DEFINITIONS** |
| **ADMINISTRATIVE POLICY APPROVAL FORM** | Document that summarizes the need for a new, revised, reaffirmed, or rescinded policy or procedure, with original signatures. |
| **MINOR UPDATE** | Minor updates to a current policy, such as title changes, spelling and grammar updates. |
| **NEW POLICY** | Written principles put in place to govern university processes, activities, and/or functions, and to help achieve compliance with any applicable laws and regulations. |
| **REAFFIRMED POLICY** | A policy that remains in effect once a review of the policy concludes that no changes (or only minor updates) to the policy are necessary. |
| **RESCINDED POLICY *or* PROCEDURE**  | Policy that is no longer applicable to the campus *or* procedure that was previously identified as a policy. |
| **REVIEW OF CURRENT POLICIES** | Current policies are reviewed every three (3) to five (5) years or sooner as recommended by the Responsible Official. *See Policy A-02, Policy on Administrative Policies.* |
| **REVISED POLICY** | Revisions that change or augment the original meaning, instruction or directive of the policy, including when any reference authority documents are revised or changed. |
| **SUPERSEDED POLICY** | Policy that has been replaced in power, effectiveness or authority by another policy. |
| **UPM** | University Policies Manual |

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| **SECTION IV: CHECKLIST B** (Reaffirmed, Superseded, Rescinded Policy *or* Procedure) |
| For new, revised or reaffirmed policies, the Administrative Policy Template shall be used for format consistency and to ensure all relevant information is included in the policy document. | **Yes** | **No** | **N/A** |
| **The Responsible Official** shall review and update policies on a timely basis to ensure compliance with current laws, regulations, and best practices, and seek review and approval of any material changes to the policy. |  |  |  |
| * The recommendation to reaffirm, supersede, or rescind a policy or procedure should be reviewed or made in collaboration with appropriate campus constituents and affected departments. Additionally,
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| * + Review by CSU Legal Counsel may also be recommended depending on the content.
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| * + If related to faculty or staff conditions of employment:
* Faculty Affairs and/or Human Resources should be consulted.
* Appropriate bargaining units should be notified.
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| * Reaffirmed Policy: Document and verify source and governing documents.
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| * Superseded Policy: Note the new or current policy that will supersede it.
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| * Rescinded *Procedure (previously identified as a policy)*: In collaboration with the Responsible Department, decide if the *procedures* should be posted on the Responsible Department website.
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| * + If so, the Responsible Department shall review the *procedures* to ensure they are current, accurate, approved by the Responsible Official and Responsible Executive, and identify the department website where the *procedures* will be posted. Document efforts to ensure procedures are current and up to date.
	+ Responsible Department may request the *procedures* continue to be listed in the UPM as well as the department website. If so, the UPM will list the *procedures* but redirect users to the Responsible Department website. Document this on the Administrative Policy Approval Form along with the link to the department website
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| * Policy recommendation and related documents shall be reviewed and approved by Responsible Executive (in consultation with the President and/or Cabinet if necessary).
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| * After appropriate consultation is completed and no further analysis and/or redrafting is required, Responsible Executive will forward recommendation, any associated documents, and the approved Administrative Policy Approval Form to the Office of the Vice President for Administration.
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| * The recommendation will be vetted by the Office of the Vice President for Administration to verify the recommendation is complete, appropriate consultation has been completed, and no further changes or clarifications are necessary.
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| * + Reaffirmed Policy: Recommendation shall include policy in final format and redline format, any associated documents, and the approved Administrative Policy Approval Form.
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| * + Superseded or Rescinded Policy or Procedure: Recommendation shall include policy or procedure, any associated documents, and the approved Administrative Policy Approval Form.
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| * Office of the Vice President for Administration will update the UPM website as appropriate after the signed Administrative Policy Approval Form is received from the Responsible Executive.
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| * + *Rescinded Procedure*: Office of the Vice President for Administration will remove the procedure from the UPM or, alternatively, will keep the procedure listed on the UPM, but redirect users back to the appropriate department website.
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| * Responsible Executive (or designee) shall distribute notice to campus or appropriate constituents summarizing actions taken. (*Optional for a reaffirmed policy.*)
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| * Responsible Official maintains documentation of review and consultation process.
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| **SECTION V: SUMMARY PAGE** (Detailed Summary of Development/Consultation/Implementation Process) |
| [Provide details of the development/review/implementation process, e.g., why a new policy was developed or why a current policy was revised, reaffirmed or rescinded; consultative efforts; governing documents and other resources utilized to develop, revise, reaffirm, or rescind a policy, or rescind a procedure; minor/significant amendments; implementation process; communication plans, etc.] |