

**UOW ADMINISTRATION**

Policy and Governance Unit, Academic Registrar's Division

GOOD POLICY CHECKLIST

A good policy should address the following areas:

Legitimacy and Accessibility

- Approved by appropriate body/individual
- Maintained centrally – on the UOW Policy Directory
- Easy to access by interested persons

Document Control

- Version number
- Able to identify that it is the most current version
- Approval authority and pathway clear
- Date approved
- Date effective
- Change history
- Policy custodian

Statement of Principle

- Title of document clearly identifies document as policy, standard...
- Purpose of policy clear
- Scope of policy defined and explained
- Goals/objectives/purpose identified
- Principles outlined
- Terms/words defined
- Mandatory requirements/actions clear
- Links to other relevant policy statements provided

Procedures for Implementation

- Information included that makes it clear how to comply with policy listed
- Responsibilities of individuals clearly stated
- Links to other relevant procedures and guides provided

Review Process

- Responsibility for review made clear
- Timeframe for review specified

Structure and layout

- Format consistent with templates
- Conforms with UOW Style Guide
- Organised into clear sections
- Sections logically sequenced
- Hierarchy of information clear
- Progresses from the general to the specific
- Informative headings used
- Short paragraphs used
- Clear, user-friendly design

Language

- Clearly expressed, in plain English
- Succinct and unambiguous
- Simple, concrete and familiar words preferred
- Jargon and sexist language avoided
- Unnecessary technical expressions avoided
- Technical expressions explained where used
- Short sentences used

Usefulness

- Able to identify that it is current
- Consistent with other policy documents
- Easy to follow by intended users
- Capable of efficient implementation, taking into account burdens of workloads and limitations on resources
- Meets needs of intended users/audience (e.g. academic, administrative)
- Improves the likelihood of the University providing a quality learning and research environment