

## **POLICY UPDATES AND MODIFICATIONS**

**Section:** Public Relations

**Policy:** University Housing Policies and Procedures will be regularly reviewed to ensure that all information is consistent and timely. Whenever new policies are created or additions or corrections to established policies are made, they will be proofed by the senior public relations coordinator (senior PR coordinator) who will add the updated policies to the online database.

**Purpose:** The purpose of this policy is to establish a protocol for review and corrections as well as a primary person responsible for making updates.

**Scope:** This policy applies to all staff members responsible for housing policies and procedures.

**Procedure:**

- I. Policies are reviewed on a two-year cycle unless the need arises to update a policy in the off year. The senior public relations coordinator will work with management team to identify a primary reviewer to coordinate the review process. Primary reviewers will be given access to view, but not edit, the policies placed on the shared drive. If there are multiple reviewers for a particular policy, reviewers should work together to update that policy. Therefore, the primary reviewer will be responsible for steps A9-11, B3, C2 and D4 on behalf of all reviewers.
  
- II. Reviewers shall locate the policy on the shared drive at S:\Resources\ASC\Public Relations\Policy and Procedures Manual and determine whether the policy should: remain and be edited, be merged with another policy(s) and edited, or be deleted.
  - A. **If the policy should remain as-is or be edited:**
    1. Look at the identity policy to make sure the policy being reviewed and all edits are consistent with the identity policy.
    2. Review the manual updates policy and make sure all edits follow the approved format.
    3. Check all web links within the policy (if applicable).
    4. Check all position titles and office names within the policy (if applicable).
    5. Confirm forms referenced in the policy are up-to-date and are present or uploaded to the shared drive with the policy (if applicable).
    6. Confirm that any policies referenced in the policy are valid and up to date (if applicable).
    7. Check any supporting documents (e.g., student staff manuals, Community Guide) to ensure policy continuity.
    8. Review the section location of the policy. Is it under the appropriate folder as listed on the shared drive? If it should be moved under a different folder, please let the senior public relations coordinator know.
    9. Major edits that would result in procedural changes must be approved by management team.
    10. Add a new dateline at the bottom of the policy (retain previous dates) to one of the following:
      - i. If edits were made: Revised: (Month Day, Year)
      - ii. If no edits were made: Reviewed: (Month Day, Year)
      - iii. If major changes were made: Revised and approved by management team (Month Day, Year)

11. Email the policy to the senior public relations coordinator using the approved file-naming format with the revised date (AbbreviatedSection\_PolicyName\_MMDDYYYY). Please keep names consistent with the title of the policy.
- B. If the policy should be merge with another policy and be edited:**
1. Consult with your supervisor before proceeding. These changes will need to be approved by management team, as they will result in a major content changes and the deletion of older policies.
  2. Follow the steps listed above up through 8. If you are merging the policies into a new document, make sure to use the policy template located on the shared drive at S:\Resources\ASC\Public Relations\Policy and Procedures Manual\Public Relations.
  3. Bring the new merged policies to management team for approval. Once approved, let the senior public relations coordinator know (via email) which policies are to be deleted as a result of the merge.
  4. Add a new dateline at the bottom of the policy (retain previous dates) to: Revised and approved by management team: (Month Day, Year)
  5. Complete step A11 with the new policy.
- C. If the policy should be deleted:**
1. Consult with supervisor before proceeding. Deletions will need to be approved by the management team.
  2. Bring the deleted policy to management team for approval. Once approved for deletion, let the senior public relations coordinator know which policy to delete.
- D. For the creation of a new policy**
1. Consult with supervisor before proceeding. A new policy will need to be approved by the management team.
  2. Use the policy template located on the shared drive to draft the policy
  3. Follow the steps listed in section A 1-8.
  4. Bring the policy to management team for approval.
  5. Add a new dateline at the bottom of the policy to reflect the date it was approved by management team: Created and approved by management team: (Month Day, Year).
  6. Once approved, name the policy using the approved file-naming format (AbbreviatedSection\_PolicyName\_MMDDYYYY).
- III. After the review is complete, the senior public relations coordinator will ensure the policy is replaced on the housing website and will email the housing listserv with a notice the policy has been updated.
- IV. Should a policy need revision in an off-cycle year, follow the applicable steps in section II.

Revised: September 28, 2020

Revised: January 22, 2019

Approved by management team: September 13, 2016

Revised: December, 2014