



Revising or Retiring an Existing UMBC Policy

A. Overview

Revisions to policies are typically triggered by:

- a change in a related state or federal law;
- a change in the corresponding [University System of Maryland Board of Regents](#) policy;
- changes based on an audit report;
- an opportunity to streamline administrative processes;
- the completion of a comprehensive policy review;
- grammar corrections, updated contact information, etc.; or
- a determination that the policy is no longer required, applicable, or needed.

The following procedures apply to revisions driven by something other than the completion of a comprehensive review.

B. Identifying Policy Changes

1. When a policy administrator determines the need for a policy revision or amendment, they specify whether or not they would categorize the requested change as substantive or non-substantive. **In both cases the policy owner should consult with the UMBC Policy Liaison before moving forward.**
 - a. If the requested change is minor (non-substantive), and the UMBC Policy Liaison concurs, the policy administrator e-mails the request to the Policy Liaison at dsohns@umbc.edu to incorporate the change in the existing policy. Non-substantive changes to a policy do not require any review beyond the policy sponsor and the Policy Liaison.
 - b. If the requested change is major (substantive), driven revisions as noted above, the policy administrator alerts the Policy Liaison and creates a revised version, using the track change feature in Word on the existing document(s) to highlight the specific language changes proposed.
 - Policy administrators must request a Word version of their document(s) from the Policy Liaison.
 - Policies that are proposed for retirement need not be marked up.
2. The policy administrator consults with key constituents on the proposed changes to obtain approval and/or feedback, and revises the draft if needed.

3. The policy administrator completes the policy review checklist and informs the UMBC Policy Liaison that the policy is ready to present to the President.
4. The policy administrator sends the track-change version of the revised policy (if not proposed for retirement), the completed [policy review checklist](#), and all associated documents to the UMBC Policy Liaison.

C. Policy Draft Review

The full policy review process is found in Section VII of the [UMBC Policy on Policy Formulation and Management](#).

D. Implementation

1. The final policy revision is sent to the Policy Liaison for updating to the UMBC policy web site.
2. If the policy changes include a requirement for formal action (i.e. training, changes in business processes, etc.) the policy administrator works with the appropriate campus administrators to ensure that it is deployed.
3. The policy administrator should use a variety of communication vehicles to disseminate the policy information to the appropriate audiences. The UMBC Policy Liaison will distribute the updated policy to the UMBC Policy Committee, and assist the policy owner with any additional communication, at the request of the policy owner.

E. Definitions

1. **Policy Administrator:** The Vice President or senior administrator or designee charged with the responsibility for creating, implementing, updating and enforcing University Policies as required in his/her area of administrative authority.
2. **Non-substantive changes:** Non-substantive changes take many forms, including but not limited to: updated links, grammar or spelling corrections, technical revisions, updated names of relevant contacts, offices, or departments, or re-organized policy sections. These changes do not alter the scope or nature of the policy. Non-substantive changes to a policy do not require any review beyond the policy administrator and the Policy Liaison.
3. **Substantive changes:** Significant modification or expansion of the nature and scope of a policy. These would include, but not limited to, changes in UMBC policy to remain compliant with changes in University System of Maryland policies, state or federal laws or regulations, changes due to and audit report, etc.

For questions regarding the policy formulation creation, revision, and review process, please contact [David A. Sohns](#), UMBC Policy Liaison, in Management Advisory Services.