

Proposed Policy Review Rubric

Identification of Policy

Title of policy

Location of policy (URL or description)

Responsible party

Date last updated

Reviewer

Basic Policy Requirements

Yes No

Does the policy only apply to a clearly defined user group? (i.e., "undergraduates," "faculty," "all patrons," etc.)

What is that (primary) group? (select from drop down list)

Staff

Does the policy only apply to a grouping not represented by patron classifications (e.g., "faculty, undergraduate, visitor, et al?)

What group is that? (e.g., "children," or "elderly patrons")

Is the policy available as web page body text?

Where is its location? (i.e., what is the URL)

Does the policy meet accessibility standards (i.e., can be read by screen readers)?

What issues need addressing?

Is the policy still necessary?

Explain why yes or no.

[Is there a university policy that covers this topic already?](#)

Which policy?

Does it avoid jargon and undefined initialism/acronyms?

What specific words or phrases?

[Is it written at an 8th grade reading level?](#)

What level is it?

Rate the policy's success (place an X in the appropriate cell)

Strongly Disagree (4)

Disagree (3)

Agree (2)

Strongly Agree (1)

The policy discriminates against someone from lower socio-economic status.				
Comments				
The policy discriminates against someone with a physical disability.				
Comments				
The policy discriminates against neurodivergency, including learning disabilities.				
Comments				
The policy discriminates against perceived race and/or ethnicity.				
Comments				
Rate the policy's success (place an X in the appropriate cell)	Strongly Disagree	Disagree	Agree	Strongly Agree
The policy discriminates against citizenship and/or immigration status.				
Comments				
The policy discriminates against sex and/or gender expression.				
Comments				
The policy discriminates against religious affiliation and/or practice.				
Comments				
The policy discriminates against an age group.				
Comments				
Rate the policy's success (place an X in the appropriate cell)	Strongly Disagree	Disagree	Agree	Strongly Agree
The policy discriminates against perceived sexual and/or romantic orientation.				
Comments				

The policy discriminates against parental status and/or family structure.				
Comments				
The policy discriminates against someone undergoing medical, home, and/or other life transitions.				
Comments				
The policy's penalties are excessive and/or inappropriate.				
Comments				
	Total Quantitative Score			
Overall Comments on the Policy				
Other concerns not included in this rubric				