

## Revising or Retiring an Existing UMBC Policy

**Revisions:** Divided into substantive and non-substantive changes, several factors may prompt a revision to an existing policy, for example:

- Change to Federal or State law
- Change to corresponding USM Board of Regents Policy
- Audit report recommendations
- Change in administrative process
- Changes to contacts, committees, websites, etc.

**Substantive Changes:** Significant modification or expansion of the nature and scope of a policy. These would include, but are not limited to, changes in UMBC policy to remain compliant with USM BOR, Federal, or State policies and regulations or changes due to audit recommendations. Substantive Changes are reviewed through the shared governance process due to their impact to the campus community.

**Non-substantive Changes:** These changes do not alter the scope or nature of the policy. These are typically administrative in nature, including updated links, change in committee or contact names, revised policy references, etc. Non-substantive changes do not require any review beyond the policy administrator and the Policy Liaison. The policy administrator should notify the Policy Liaison of the change, preferably providing a revised document, and the Liaison will update the UMBC Policy page.

## Identifying Policy Changes

When a policy administrator determines the need for a policy revision, they must contact the Policy Liaison at [MASInquiry@umbc.edu](mailto:MASInquiry@umbc.edu).

- If the change is non-substantive, as determined by the Liaison, the policy administrator should provide a revised policy document and the Liaison will update the UMBC policy page accordingly.
- Substantive changes follow the initial process above, the policy administrator provides the Liaison with a revised policy document using track changes in Word to highlight the specific changes proposed. The Liaison may be able to provide an editable Word document for most policies in the current template.
  - Substantive changes then follow the same process as a new policy as outlined in the [UMBC Policy on Policy Formulation and Management](#). Legal review and relevant shared governance committees are consulted before the policy is reviewed by Senior Leadership and approved by the President. This review

is documented on the policy review checklist, which is returned to the Liaison when completed and the policy is approved.

- The Liaison will update the UMBC Policy page accordingly once the completed checklist is received.

## **Implementation**

- If the policy changes include a requirement for formal action (e.g., training, changes in related procedures, etc.) the policy administrator works with appropriate campus administrator to ensure deployment. Related procedures can be linked from the main policy document.
- The Policy Liaison will distribute the updated policy to the UMBC Policy Committee and recommend additional methods of communication. The policy administrator should use a variety of communication vehicles to disseminate the policy information to appropriate audiences.

UMBC Policies should not be housed on departmental pages. MAS maintains the UMBC Policy page as a central resource for the campus community to ensure that everyone has access to the most up -to-date policy documents. Departments are encouraged to link to these policies from their own webpages.

Any additional questions regarding the formulation , creation, revision, or review of policies, please contact the UMBC Policy Liaison in Management Advisory Services at [MASInquiry@umbc.edu](mailto:MASInquiry@umbc.edu).

