



## University Policy Statement

### UPS 100.015

## REVIEW AND REVISION OF UNIVERSITY POLICY STATEMENTS

University Policy Statements (UPS) shall be reviewed, at a minimum, every ten years by the appropriate Academic Senate Standing Committee as determined by the Academic Senate Bylaws and Constitution. If there is not an appropriate Academic Senate Standing Committee, the policy shall be reviewed by the Academic Senate Executive Committee or an ad hoc committee charged with reviewing and/or revising the policy. Each UPS shall clearly indicate the date it was last reviewed and/or revised.

UPS documents may be reviewed as needed if requested by the Senate Executive Committee, Senate Committee Chairs, or members of the faculty community.

### GUIDELINES FOR THE REVIEW AND REVISION OF UNIVERSITY POLICY STATEMENTS

These Guidelines provide a framework for equitable and inclusive policy-making and are designed to foster transparency, accountability, and broad participation across the university community.

Senate committees shall consider the following guidelines throughout the review process:

1. **Policy Origins and Purpose:** Committees shall clearly define the issue or need the policy addresses. The policy should align with the university's mission, values, and strategic priorities. Institutional data, research, and best practices should be used to inform the review process.
2. **Equity and Inclusion:** Committees shall consider how the policy impacts historically marginalized groups and whether it promotes equity and inclusion. The policy language shall be inclusive, non-discriminatory, and accessible. Committees should also assess whether the policy addresses systemic inequities and promotes anti-racism.
3. **Stakeholder Engagement:** Committees should consult with relevant stakeholders, including historically marginalized groups and campus community representatives, to ensure diverse perspectives are included. The rationale for decisions should be documented, along with how stakeholder feedback informed the policy revisions.

4. **Compliance and Accountability:** Committees shall ensure the policy complies with applicable laws, system policies, executive orders, and collective bargaining agreements. Clear roles and responsibilities for policy implementation and accountability should be defined.
5. **Impact and Implementation:** Committees should assess the potential impacts of the policy on workload, resources, and equity, particularly for those already culturally taxed. The policy should be practical and supported by adequate resources for implementation.
6. **Clarity:** Policies should be written in clear, concise language with defined terms.
7. **Student Success:** Does the policy support student success in terms of time to degree, high quality programs, and high quality instruction?

To provide additional support for committees engaging in this work, the Academic Senate has received a Framework for Guided Action on Inclusive Excellence, maintained by the Senate DEI Committee, which will be shared with committee chairs at the start of each academic year and maintained on the Academic Senate website.

#### **SUBMITTING REVISED UPS DOCUMENTS**

Revised UPS shall be submitted to the Chair of the Academic Senate. Revised UPS should include line numbers and all revisions should be clearly marked. Along with the revised UPS, the committee chair shall include a memo that describes the reasoning behind the revisions and addresses how the document comports with the applicable guidelines. This memo shall accompany the policy during the Senate's deliberation and may be referenced during discussion and voting.

To uphold the principles detailed in UPS 100.007, Diversity, Inclusion, Equity, and Social Justice at CSUF, the Academic Senate Chair shall share the memo and associated policy document with the DE&I Committee Chair, who shall respond within three business days, either affirming the response to the guidelines or seeking ten additional business days for the DE&I Committee to send comments to the Academic Senate Chair to be included in the review of the UPS by the Senate Executive Committee. If no response is received, consideration of Senate business shall not be delayed.

Source: A.S. Executive Committee

**EFFECTIVE DATE: June 15, 2026**  
Supersedes: UPS 100.015 dated 10-5-20  
and ASD 20-81