## Policy Review Rubric

The expectation is that all policies/procedures should be “met” for all rubric criteria.

Policy:

Procedure:

Reviewer(s):

| **Criteria** | **Not Met** | **Partially Met** | **Met** |
| --- | --- | --- | --- |
| Reason | The issue and/or need for the policy is not clear. | The issue and/or need for the policy is somewhat clear but needs further development. | The issue and/or need for the policy is clearly explained.  |
| Readability | The title and/or policy statement is not clear. The statement includes jargon or language that may be difficult for potential readers to understand.  | The policy statement is somewhat clear. The statement includes some jargon or other terms that may be difficult for potential readers to understand.  | The policy statement is clear. The statement does not include jargon or other terms that may be difficult for potential readers to understand.  |
| Scope | The categories of people, process, and governance applicable to the policy are not defined.  | The categories of people, process, and governance applicable to the policy are mostly defined.  | The categories of people, process, and governance applicable to the policy are clearly defined.  |
| Inclusive Language that supports Diversity, Equity, Inclusion and bias-free language | The statement uses non-inclusive and/or bias language that does not support diversity, equity and inclusion. DEI.  | The statement uses a mix of inclusive and non-inclusive language (some language that supports diversity, equity and inclusion.).  | The policy statement uses inclusive language that supports diversity, equity and inclusion. |
| Antiracism (historical context; lead with racial equity; outcomes) | Policy uses deficit-based language and does not lead with racial equity and/or uses racist language and/or phrases/coded language. Policy further perpetuates barriers leading to inequitable outcomes through policy and practices (e.g. language barriers, access, unjustified testing or varied eligibility requirements, etc.)  | Policy uses a mix of deficit-based and antiracist language. As written, the policy does not lead with racial equity perpetuating inequitable outcomes. | Policy uses an asset-based approach, leads with racial equity and aims to remove barriers and exclusionary practices leading to more equitable outcomes and harm reduction. Language rooted in antiracism is used and applied throughout the policy, procedure and process.  |
| Alignment with Strategic Plan | The alignment of the policy statement with one or more of the tenets of the **current** Strategic Plan is not evident.  | The alignment of the policy statement with one or more of the tenets of the **current** Strategic Plan is somewhat evident. Additional language may be needed.  | The alignment of the policy statement with one or more of the tenets of the **current** Strategic Plan is clearly evident.  |
| Related Legal and Policy Authorities | Relevant legal and/or policy authorities are not or incompletely defined.  | Relevant legal and/or policy authorities are mostly defined.  | Relevant legal and/or policy authorities are defined.  |
| Accessibility and Equity | The policy document produces barriers to access and/or success and potentially creates undue hardships for students, faculty, and/or staff.  | The policy document removes some, but not all barriers to access and/or success and potentially creates undue hardships for students, faculty, or staff.  | The policy document promotes the removal of barriers to access and/or success and potentially creates undue hardships for students, faculty, or staff.  |
| [Shared Governance](https://www.clark.edu/about/governance/shared-governance/shared-gov-and-you.php)/Equitable Decision-Making | The policy document results in a structural barrier to shared governance and equitable decision-making. Voices, especially of marginalized/most impacted, were not included. | The policy document acknowledges the existence of structural barriers to shared governance and equitable decision-making. Some voices of those most impacted/marginalized, were included.  | The policy document actively lessens structural barriers to shared governance and equitable decision-making through the active promotion of sharing and distribution of ideas and responsibilities. Intentional inclusion of voices included. |