

Guidelines for Policy Review

Before you begin

- Clarify the purpose and scope of the policy
- Identify who is impacted (learners, faculty, staff, patients, etc.)
- Gather relevant data, feedback, and existing documentation
- Ensure the right voices are at the table, including lived experience

Core Review Areas

Purpose & Impact

- What is the intent of this policy?
- Who benefits most—and who might be disadvantaged?
- How does this policy support wellbeing, belonging, and fairness?

Representation and Voice

- Were diverse perspectives included in the development or review?
- Are equity-deserving groups meaningfully represented?
- Are there clear pathways for ongoing feedback?

Tone and Language

- Is the language clear, accessible, and free of jargon?
- Is the tone supportive, respectful, and human-centred?
- Does it avoid deficit-based or stigmatizing language?

Equity, Accessibility, and Fairness

- Are expectations applied consistently across roles, departments, or sites?
- Does the policy remove—or unintentionally create—barriers?
- Are accommodations, flexibility, and accessibility considered?

Wellbeing and Human-Centred Design

- Does the policy support psychological safety and manageable expectations?
- Could it unintentionally increase stress, burden, or harm?
- Does it assume trust, dignity, and good faith?

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Core Review Areas (continued)

Feasibility and Implementation

- Can this policy realistically be implemented in practice?
- Are roles, responsibilities, and processes clearly defined?
- Are supports (e.g., training, tools) in place?

Accountability and Improvement

- Who is responsible for implementation and oversight?
- How will effectiveness be measured (e.g., uptake, outcomes, experience)?
- Are there clear timelines and processes for review and revision?

Applying Key Lenses

When reviewing policies, consider multiple perspectives to identify hidden gaps or unintended impacts:

- Equity & Inclusion: Does this promote fairness and reduce inequities?
- Wellbeing: Does this support health and psychological safety?
- Accessibility: Can everyone reasonably engage with this policy?
- Organizational Culture: Does this align with institutional values?
- Sustainability: Does this have positive long-term impacts?
- Human Values: Does this respect kindness, compassion, and trust?

From Review to Action

After completing your review:

- Summarize key findings and gaps
- Identify priority areas for change
- Engage partners to co-develop solutions
- Develop a plan to revise, communicate, and implement updates
- Establish mechanisms to monitor and continuously improve