

Annual Policy Review and Checklist for Reviewing Policies

Policy Number	Policy Title	Last Review Date	Current Review Date	Legal Review Date, if applicable	Date Sent to Faculty Council, if a school-wide policy	Date Faculty Council Approved, if a school-wide policy	Explanation of action taken: i.e., No Change, Revisions, Deletion

Submit this form along with the current policy to the dean's office chief of staff within 14 days of completion. All policies will be required to be submitted with this attached completed form. It is acceptable for a program/FC to list all policies on one form.

Committee or Department Reviewing: _____

Signature: _____

Title: _____

Date: _____

Dean's Office Use:

- Policy has been reviewed within 12 months of the previous review
- Actions noted
- Submitted within 14 days of current review date
 - Date submitted _____
- Confirm Policy number
- Confirm Policy title
- Confirm policy review/approval dates
- Post updated policy to SMHS policy database and website within six weeks
 - Date posted _____