

Clemson University Athletics Department

Policy Review Process

For the purposes of this process the term Policy will refer to any policy, rule, guideline, expectation, operation, manual, and handbook developed by a Clemson Athletics Department staff member.

The Athletics Department requires all Policies to be subjected to a standardized review process prior to being adopted. Any CUAD staff member who develops a document or communication that addresses a Policy should submit that document or communication to the Associate Athletic Director for Administration.

After initial submission by the employee and review by the Associate Athletic Director for Administration (kmyoung@clemson.edu), the document or communication may be sent to an external reviewer (e.g., Legal Counsel, CUHR, Division for Inclusion & Equity). Following the review process, the Policy will be returned to the responsible CUAD staff member with required (must be adopted) and recommended (adopted at CUAD staff member's discretion) changes. This process is designed to ensure there are no unintended consequences experienced as a result of a Policy.

The final Policy will be saved in a central location (i.e., Box folder) and, if applicable, posted for departmental and/or external access (e.g., Clemson.tigers.com, Inside CUAD, Teamworks, etc.). This is to ensure there is a proper record maintained of all such Policies and that Policies are accessible to the appropriate audience.

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