RO identifies need for new/revised policy and designates PO. PO contacts UPO. UPO explains approval process and gives PO the policy action form template to complete. Academic Review of PO discusses proposed policy with PAC and provides of Presidential Policy is stakeholders contributing to and reviewing the policy. accessible from this link: <a href="http://ucop.edu/">http://ucop.edu/</a> PAC gives feed back on the proposed policy and determines academic-personnelwhich review period(s) are needed (SA, APP, HR, and/or Labor). programs/\_files/acadreview-presidential-OGC input and review is limited to subject matter experts at policy/acad-rev-presthis stage policy.pdf PO finalizes draft policy in continual consultation with stakeholders. **HR Policy Creation &** Review Process link: https://www.ucop.edu/ PO brings to PAC as needed for review and information. <u>human-resources/staff/</u> hr-policy/policy-creationand-review-process.html PO sends draft policy to UPO for distribution to key offices for review period(s). Review period is a minimum of 30 days and up to 90 days. If applicable, UPO/Academic Personnel and Program (APP)/Student Affairs (SA)/Human Resources (HR) directs comments to PO. PO incorporates/responds to comments. UPO sends draft policy and updated memo for PAC review. PO attends PAC meeting to answer questions. PAC approves, rejects, or approves with changes/edits UPO sends approved policy revisions to OGC for final review. If OGC has significant changes policy returns to PAC for additional review. UPO sends approved draft to PSC. PSC approves/rejects. ABBREVIATION: UPO drafts information memo and issuance letter for PO = Policy Owner RO = Responsible Office President's approval and sends to President's office. UPO = University Policy Office PAC = Policy Advisory Committee PSC = Policy Steering Committee OGC = Office of General Council President approves and signs issuance letter; returns to UPO. SA = Student Affairs APP = Academic Personnel & Progam UPO publishes policy on online policy library and distributes

## **New Policies/Substantive Changes**

to Chancellors and Campus Policy Managers