UC Presidential Policy Development Process: **New Policies and Substantive Revisions**

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.

PO discusses proposed policy with PAC and provides of stakeholders contributing to and reviewing the policy.

PAC gives feedback on the proposed policy and determines which review period(s) are needed (SA, APP, HR, and/or Labor). OGC input and review is limited to subject matter experts at this stage.

PO finalizes draft policy in continual consultation with stakeholders.

PO brings to PAC as needed for review and information.

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.

UPO drafts information memo and issuance letter for President’s approval and sends to President’s office.

President approves and signs issuance letter; returns to UPO.

UPO publishes policy on online policy library and distributes to Chancellors and Campus Policy Managers.

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**STAGE 1**

(0 – 1 Months)

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**STAGE 2**

(1 – 4 Months)

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**STAGE 3**

(4 – 6 Months)

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**ABBREVIATION:**

PO = Policy Owner  
RO = Responsible Office  
UPO = University Policy Office  
PAC = Policy Advisory Committee  
PSC = Policy Steering Committee  
OGC = Office of General Council  
SA = Student Affairs  
APP = Academic Personnel & Program  

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[HR Policy Creation & Review Process](https://www.ucop.edu/human-resources/staff/hr-policy/policy-creation-and-review-process.html)  

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