UC Presidential Policy Development Process: New Policies and Substantive Revisions

1. **STAGE 1 (0 – 1 Months)**
   - **RO** identifies need for new/revised policy
   - **PO** contacts **UPO**. **UPO** has discussion to go over approval process and gives **PO** policy and policy memo templates.

2. **STAGE 2 (1 – 4 Months)**
   - **PO** presents proposed policy to **PAC** with Policy Action Form, that includes the intent of the policy as well as which stakeholders are contributing to and reviewing the policy.
   - **PAC** will give feedback on the policy, as well as determine which review period(s) are needed (SA, AP, HR, and/or Labor). **OGC** input and review should be limited to subject matter experts at this stage.
   - **PO** finalizes draft policy in continued consultation with stakeholders.
   - **PO** sends draft policy to **UPO** for distribution and posting online for review period(s).
     - Review period is a minimum of 30 days and up to 90 days.
   - **UPO/Academic Affairs/Student Affairs** collect and sends comments to **PO**.
     - **PO** incorporates/responds to comments.

3. **STAGE 3 (4 – 6 Months)**
   - **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.

**ABBREVIATION:**

- **PO** = Policy Owner
- **RO** = Responsible Office
- **UPO** = University Policy Office
- **PAC** = Policy Advisory Committee
- **PSC** = Policy Steering Committee
- **OGC** = Office of General Council

**New Policies/Substantive Changes**

4/25/2016