

UC Presidential Policy Development Process: New Policies and Substantive Revisions

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.

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 feed back 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

STAGE 2
(1 – 4 Months)

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.

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 send 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

DRAFT

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