

Developing and Maintaining Presidential Policies (“Policy on Policies”) - Frequently Asked Questions

General Questions

- How can I find a policy and what types of policies are available on the Presidential Policy website?
 - Current Presidential Policies are located in the [Policy Library](#). You can find specific policies by:
 - Entering a keyword or phrase in the [Advanced Search Bar](#)
 - Browsing by [subject area](#) (e.g., Academic Affairs, Business and Finance, Clinical Compliance, Conflict of Interest, Development, Facilities, Human Resources, Information Technology, Intellectual Property, Procurement, Research Admin, Student Matters)
 - Browsing by [audience](#) (e.g., faculty, staff, students, etc.).
 - Browsing the [full alphabetical list of policies by title](#).
 - Browsing the Policy Manuals (e.g., Academic Personnel Manual, Accounting Manual, Contract and Grant Manual, Facilities Manual, Development Reference Guide, Personnel Policies for Staff Members, Regental Policies)
 - For assistance, contact [the University Policy Office \(UPO\)](#).
- What is Presidential Policy and how is it different from a procedure, guideline, standard, or a policy posted on a departmental website?
 - A Presidential Policy is a governing directive that mandates or constrains actions and:
 - Applies to all University of California (UC) locations unless indicated otherwise in the policy.
 - Ensures compliance with applicable federal, state and local laws and regulations; enhances UC’s mission, promotes operational efficiencies, and/or reduces risk exposure.
 - Endures from one Presidential administration to another and sets a course for the foreseeable future.
 - Receives approval by the President upon recommendation from the Policy Advisory Committee (PAC).
 - May address all operations of the University except for those reserved to the [Board of Regents](#), to the Principal Officers of the Regents, to the [Academic Senate](#), or delegated to the Provost and Executive Vice President of Academic Affairs.

- Procedures are step-by-step descriptions of the tasks required to implement a Presidential Policy.
 - Procedures detail:
 - "Who" performs the procedure.
 - "What" steps should be taken.
 - "When" steps should be taken.
 - "How" steps should be performed.
 - Procedures, as applicable, in Presidential Policies are typically high-level and include steps and implementation mandates that all locations must follow. Many policies include links to freestanding procedural documents located on departmental websites that often include detailed processes or steps each location can take to implement a policy.
 - See the Toolkit on the [UPO website](#) for additional information on the difference between a policy and a procedure.
 - Manuals include policies, procedures, and other information related to a topic area.
 - Guidelines are supplemental materials that describe best practices or the recommended processes for implementing a policy or addressing a particular policy topic. They are not a directive that mandates or constrains actions. A guideline aims to streamline processes according to a set routine or sound practice. They may be located on a departmental or unit website and referenced in the corresponding Presidential Policy, as necessary.
 - Standards set the minimal acceptable limits or rules that may be used to implement the policy. While procedures provide specific instructions, standards set overarching minimum requirements that must be met by all.
 - Departmental policies are developed by departments and apply only to the personnel within that department. They can be more restrictive but cannot be more permissive than a Presidential Policy.
- What is the source of authority for Presidential Policies?
 - The UC Regents promulgate Bylaws, Standing Orders, and Policies for the University overall, with certain policy-making duties conferred on the President in [Bylaw 30](#). A new Presidential Policy may result from Regents' action, changes in law, or new administrative issues within the University itself. Presidential Policies are developed, revised, or rescinded based on changes to Regents' policy, legal or societal changes, or administrative changes.
 - The President is the Chief Executive Officer of the University and is responsible for promulgating Presidential Policies to ensure compliance responsibilities are met, carry out the Regents' Bylaws and Policies (Governing Documents), and to support the University's mission of teaching, research, and public services. See the Policy for Developing and Maintaining Presidential Policies, which describes

the Presidential Policy Approval Process, required consultation with Stakeholders, and the procedural steps required for development, review, and approval of revisions, or rescission of Presidential Policies.

- They may address all operations of the University except for those reserved to the Board of Regents, to the Principal Officers of the Regents, to the Academic Senate, or delegated to the Provost and Executive Vice President of Academic Affairs.
- How do I determine if a policy applies to me?
 - The policy scope provides who or what the policy applies to. The policy contact (or Policy Owner) identified on the first page of the policy may be consulted for detailed policy questions and guidance.
- How do I know if a policy has recently been updated and what changes were made?
 - Each policy includes a Revision History, which describes the dates and the changes made to a policy.
 - The [Policy Updates](#) website provides links to:
 - [Presidential Policies that are being added, updated, or proposed for rescission](#) by the Policy Owner and are posted for 30 days to solicit review or comments.
 - [New and Recently Updated Policies](#) that have been added or updated in the last 12 months.
 - [Policies rescinded](#) in the last 12 months.

Development, Maintenance, Review, and Approval

- If my department needs help developing or updating a policy, where do I find tools?
 - The [Policy Resources page](#) provides a Toolkit with FAQs and other resources for policy development and updates. You may also contact [the University Policy Office \(UPO\)](#) for assistance.
- What is the process for developing and maintaining Presidential Policies?
 - A Policy Review is conducted by the Policy Owner in collaboration with the University Policy Office to assess the need for a new Presidential Policy or whether an existing Policy is current, effective, and/or still necessary.
 - If a new policy is needed, it is developed and used by the Responsible Office, per the Policy Development Process.
 - If revisions to a policy are needed, the Policy Owner and the University Policy Office determine the Policy Revision Process to follow, such as Substantive, Technical, Compliance with Law, or Rescission.
 - When a new policy is developed or a current policy is substantively revised it undergoes the Presidential Policy Approval Process, which includes preliminary

review and approval by PAC, a Systemwide Comment Period, final review and approval by the PAC, final legal review and approval by UCL-OGC, and issuance by the President.

- When a policy revision is 'Technical' or 'Compliance with Law', it is not required to undergo the Presidential Policy Approval Process. Instead, it will go to PAC for notification purposes and will complete a Systemwide Notification Period. It may be approved by the Responsible Officer, issued by the University Policy Office, and moved to the Communicating and Disseminating the Presidential Policy step.
- Detailed explanation of the policy development process can be found in the [Policy on Developing and Maintaining Presidential Policies \("Policy on Policies"\)](#)
- How often do Presidential Policies get updated and how long is the Systemwide Comment Period?
 - Existing policies must undergo Policy Review by the Policy Owner, at a minimum, every 5 years.
 - PAC determines the duration of the Systemwide Comment Period.
 - New Policies and Policies undergoing a Substantive Revision typically complete a 90-day comment period.
 - Policies undergoing the Rescission Process complete a 30-day comment period.
 - Note: Comment periods may change based upon recommendation from PAC. The majority of the Systemwide Comment Period should occur during the Academic Year.
- Who reviews and approves Policies?
 - Policies are reviewed by the Responsible Officer, Policy Owner, Stakeholders, Required Reviewers, Policy Advisory Committee (PAC), and UCL-OGC (if Policy Review determined UCL-OGC consultation was necessary during the drafting process). Policies may also be reviewed by interested parties through a Systemwide Comment Period.
 - The Presidential Policy Approval Process includes approval by PAC and UCL-OGC before being submitted to the President for final review and approval.
- How can I submit input on a Policy that has been sent out for Systemwide Comment?
 - Input may be provided during the Systemwide Comment Period, which typically allows for 90-days for a new Policy, or a Policy undergoing the Substantive Revision Process or 30-days for a Policy undergoing the Rescission Process.
 - Submit your comment per the instructions on the Review of Additions/Updates/Revisions to Presidential Policies on the [UPO website](#).

- Contact your [local campus policy contact](#), or the Policy Owner/Contact identified in the Policy to determine the best method of submitting input.
- Can I submit a comment about a policy that has already been approved?
 - If you have a suggestion or comment on a current policy, you may contact the University Policy Office (UPO) or the Policy Owner. All feedback is reviewed by the Policy Owner and may be considered when future policy reviews are conducted.

Additional Assistance

- Who do I contact if I need help or have questions about a specific policy or procedure?
 - Each policy displays a primary contact, known as the Policy Owner, on the cover page of the document. The Policy Owner is available to answer questions regarding their policies and can provide additional information and assistance.
- Who do I contact with questions about the Presidential Policy process, website, tools, etc.?
 - Contact the University Policy Office ([UPO](#))
- How do I get a copy of a previous version of a current policy or a rescinded policy?
 - The University Policy Office (UPO) is charged with coordinating the editing, review, issuance, and archiving of all official Presidential policies. If you are looking for an archived policy, please contact the [UPO](#).
- Who do I contact with questions about the Academic Personnel Manual (APM)?
 - The APM is issued by the Provost and Executive Vice President of Academic Affairs and maintained by [Academic Personnel and Programs](#).