

Presidential Policy Process Comparison Matrix

Note: Policy Owner must collaborate with University Policy Office (UPO) to ensure that the appropriate policy action is being followed.

Policy Steps:	Policy Actions:		
	New Policy Substantive Revision	Technical Revision Compliance with Law Revision Recission	Interim
Initiation	<ul style="list-style-type: none">Division Leader approvalUPO collaboration on Stakeholders	<ul style="list-style-type: none">UPO collaboration on revision process	<ul style="list-style-type: none">Division Leader approvalUPO collaboration on interim process
Development	<ul style="list-style-type: none">Draft policy/revision and engage with interested parties earlyDetermine policy impacts	<ul style="list-style-type: none">Drafts revisions with Stakeholders, if applicable	<ul style="list-style-type: none">Draft policy/revision and engage with interested parties, if possibleDetermine policy impacts
Consultation	<ul style="list-style-type: none">Consult with Stakeholders	<ul style="list-style-type: none">Consult with limited Stakeholders, as needed (i.e., UC Legal)	<ul style="list-style-type: none">Expedited consultation with Stakeholders, if necessary
Systemwide Comment	<ul style="list-style-type: none">PAC approval90-day comment period	<ul style="list-style-type: none">N/A	<ul style="list-style-type: none">No comment periodMust return to full policy process within 2 years
Approval	<ul style="list-style-type: none">Division LeaderPAC ApprovalUC Legal ApprovalSenior Leadership awarenessPEO submission/Presidential signature	<ul style="list-style-type: none">Division Leader approvalPAC notification	<ul style="list-style-type: none">PAC ApprovalUC Legal ApprovalSenior Leadership awarenessPEO submission/Presidential signature
Dissemination	<ul style="list-style-type: none">Issued by PresidentDistributed across UC systemPublished on UC policy site	<ul style="list-style-type: none">Issued by ECASCommunicated to key StakeholdersPublished on UC policy site	<ul style="list-style-type: none">Issued by PresidentDistributed across UC systemPublished on UC policy site with “Interim” marking
Policy Action Form	<ul style="list-style-type: none">Section ISection II (top)Section III	<ul style="list-style-type: none">Section ISection II (bottom)	<ul style="list-style-type: none">Section ISection II (top)

Policy Comparison Matrix Glossary

Policy Actions

- **New Policy:** A Presidential Policy that has never been issued previously.
- **Substantive Revision:** Significant changes to a Presidential Policy's content, mandates, or principles that materially change the intent, directive, scope, impacts, and/or substance of the Policy.
- **Rescission:** The decommissioning of a Presidential Policy (either in whole or in part) that is no longer needed or where the content has been incorporated into another policy or document.
- **Technical Revision:** A Presidential Policy revision that does not materially change the intent or directive of the policy, such as changes due to a University Presidential reorganization, updates to contact information, corrections to links, typographical amendments or formatting changes, alignment with current accepted practices, updates to references or language for consistency with other University policies, clarification of language, changes to legal code numbering, or changes to the Responsible Office..
- **Compliance with Law Revision:** Changes to a Presidential Policy's content, mandates, or principles that are for the purposes of compliance with law, rules, or regulations.
- **Interim Policy:** A provisional or temporary policy issued when a Presidential Policy is needed within a period too short for the full Policy Development Process or Policy Revision Process to be completed.

Other Defined Terms

- **Division Leader:** A direct report to the President who leads a division within the UC Office of the President and who may also be the Responsible Officer.
- **Policy Action Form:** A document used to propose a new Policy, Technical Revisions, Substantive Revisions, Compliance with Law Revisions, or Rescission of a Policy that must be presented to PAC as a required part of the Presidential Policy Approval Process.
- **Policy Advisory Committee (PAC):** The group responsible for reviewing all proposed Presidential Policies and recommending them for approval to the President. PAC members represent divisions of the Office of the President and include a representative from the Campus Policy Managers Group.
- **Stakeholder:** An individual or group within the UC system with subject matter expertise and/or a substantive interest in a particular Presidential Policy, or its implementation, who is consulted to provide comments on a proposed Policy draft.
- **University Policy Office:** The office designated by the President within the Office of Ethics, Compliance and Audit Services that manages the Presidential Policy website, the Presidential Policy Approval Process, and chairs PAC. The UPO coordinates the review, development, and revision of Presidential Policies and is charged with stewardship of the Presidential Policy Template and maintaining a central repository of Presidential Policies.