

UC Davis Policy and Procedure Manual

Introduction

Development and Management of Campus Administrative Policies

Date: 12/13/10

Supersedes: Preface 11/15/06

Responsible Department: Offices of the Chancellor and Provost

Source Document: N/A

[*Exhibit A, Structure for Policy and Procedure Manual Sections*](#)

[*Exhibit B, Policy Development Best Practices*](#)

[*Exhibit C, New Policy Development Plan*](#)

[*Exhibit D, Policy Update Submission Checklist*](#)

[*Exhibit E, Administrative Policy Development Process Flow Chart*](#)

I. Purpose

This section provides the policy, procedures, and responsibility for development, review, and approval of all campus administrative policies.

II. Policy

- A. The Policy and Procedure Manual (PPM) issued by the Offices of the Chancellor and Provost is the official source for campus administrative policies and implementing procedures.
 1. The PPM supplements but does not replace Universitywide policies.
 2. Campus administrative policies may be more restrictive than Universitywide policies, but shall never be more permissive. The more restrictive policy always applies.
- B. The PPM is a public document and must be made available to employees.
- C. Policy sections in the PPM apply to all units under the jurisdiction of UC Davis, including the UC Davis Health System and all off-site locations.
- D. The PPM contains policies and procedures that are, in general, useful to the entire UC Davis community. It does not include procedures that relate only to the internal operation of a particular department or activity.
- E. The PPM is intended to be a current, practical, administrative guide, with both content and style determined by user needs.
 1. Each policy section shall be reviewed and updated by the responsible department every four years or more frequently as required.
 2. The department head is accountable for all information supplied in the policy sections for which his/her department is responsible.

III. Roles and Responsibilities

- A. Policy developer/responsible department
 1. Reviews and updates assigned policies as needed (at least once every four years) to ensure accuracy of procedures and references, and continued compliance with applicable policies, regulations, and laws.
 2. Responds to user questions regarding assigned policies and revises policies as needed for ease of use.
 3. Conducts appropriate consultation during the initial development phase.

4. Consults with the Unit Policy Coordinator and Campus Policy Coordinator during the development process and responds to questions or comments.
 5. Initiates new policies as required to provide guidance to campus.
 6. Provides hyperlinks within the policy section to references and other resources.
- B. Department head
1. Designates at least one employee to register for notifications when new or revised policies are issued by the Administrative Policy Office.
 2. Ensures that all employees have access to the current policy and procedure manuals.
 3. Assigns policy developer to revise and update policy sections for which he/she is responsible.
 4. Ensures that policy sections are maintained accurately, in compliance with other policies, regulations, laws, and delegations of authority.
- C. Unit Policy Coordinator
1. Works with departments and the Campus Policy Coordinator to ensure timely and accurate update of policy sections.
 2. Provides current policy files to departments for updating.
 3. Reviews submitted policy sections to ensure appropriate structure, styles, and accuracy of details (e.g., referenced policies, position titles, department names, links) prior to submission to the Campus Policy Coordinator.
- D. Vice chancellor/vice provost/dean
1. Assigns a Unit Policy Coordinator to solicit and track update of outdated policies.
 2. Approves policy and procedure sections for functional areas under his/her jurisdiction.
 3. Maintains copies of current policy manuals in his/her administrative office.
- E. Campus Policy Coordinator
1. Establishes and enforces standards for structure and style of policy sections.
 2. Establishes standards for policy reviews and updates.
 3. Leads policy development in areas identified as high risk or compliance issues for the campus.
 4. Manages the official review of draft policies among appropriate units and resolution of issues raised during policy review.
 5. Manages publication and campus communication of approved policy sections.
 6. Initiates deletion of policies that have not been reviewed in the past 10 years.
 7. Serves as office of record for administrative policies and regulations.
- F. Provost and Executive Vice Chancellor
- Makes final decisions related to highly sensitive disputed issues raised during development.

IV. Procedures

- A. Initiating a new policy

1. The policy developer identifies the need for a new policy and consults with the Unit Policy Coordinator and Campus Policy Coordinator regarding development.
 2. If appropriate for inclusion in the campuswide manual, the Campus Policy Coordinator issues a policy number for the new policy, assigning it to the appropriate chapter.
 3. The policy developer:
 - a. Consults with other subject matter experts, including the Campus Policy Coordinator and Campus Counsel as needed, to conduct appropriate research.
 - b. Drafts the new policy using the appropriate template and generally following the format described in Exhibit A.
 - c. Sends the completed draft to the Unit Policy Coordinator.
 4. The Unit Policy Coordinator:
 - a. Reviews the draft to ensure basic accuracy, consulting with the vice chancellor/vice provost/dean as needed.
 - b. Submits the draft to the Campus Policy Coordinator to initiate the formal review process.
- B. Updating an existing policy
1. The policy developer:
 - a. Identifies the need to update an existing policy due to changes in systemwide policy, other UCD policy, internal procedures, Federal or State laws, or four-year review cycle.
 - b. Requests the file from the Unit Policy Coordinator and enters the changes into the file using the Track Changes function.
 - c. Consults as necessary to ensure accuracy of information.
 - d. Reviews all contact information, department names, position titles, references, Web links, etc., to ensure continued accuracy of information.
 - e. Submits the draft to the Unit Policy Coordinator with a summary of the changes.
 2. The Unit Policy Coordinator:
 - a. Reviews the draft to ensure basic accuracy, consulting with the vice chancellor/vice provost/dean as needed.
 - b. Submits the draft to the Campus Policy Coordinator to initiate the review process.
- C. Policy review and approval
- The Campus Policy Coordinator:
1. Reviews the draft for clarity and accuracy, editing and streamlining as appropriate for ease of use.
 2. Returns any questions or comments to the Unit Policy Coordinator/policy developer for resolution.
 3. Determines required reviewers and distributes the draft for formal review.
 4. Coordinates review comments and consults with the Unit Policy Coordinator/policy developer to resolve any outstanding issues.

5. Obtains appropriate approvals.

D. Reissuing a policy

1. A policy may be reissued if it is still compliant and requires only minor technical updates at the time of its four-year review.
2. A final approval will be distributed to verify that the policy was reviewed for accuracy.

E. Requesting a technical update

Technical updates occur between review cycles to provide clarification or minor procedural changes (e.g., changing a department name in procedures to reflect an organizational change).

1. Technical updates cannot be used to make significant changes to policies or procedures.
2. The number of technical updates to a single policy section should be minimal. Multiple technical updates generally indicate that the policy should be reviewed and updated.
3. Technical updates will not be made to policies that are due for update and require full update and review.
4. When a technical update is made to a policy, a revision date is appended to the approval date. The revision date does not modify the normal review cycle for the policy.

F. Deleting a policy

1. Requests to delete a policy shall be sent, via email, to the Campus Policy Coordinator.
2. The request shall provide the reason for deleting the policy and provide reference to the location where current information may be found (if applicable).

G. Policies required and reviewed by an external accrediting agency

1. Departments who are responsible for specific policies that are required and reviewed by an external accrediting agency may choose to maintain those policies outside of the PPM.
 - a. Departments shall choose between either including their policies in the PPM or maintaining them separately, but shall not have the same policies maintained in two separate locations.
 - b. Policies that are maintained on the department's Web site shall specify the external agency who reviews those policies.
 - c. Departments who choose to maintain those policies on their own Web sites should inform the Campus Policy Coordinator of the location of those policies so that a link may be included on the Administrative Policy Manuals Web site.
2. Departments who choose to maintain those policies allowable outside of the PPM are responsible for all development, review coordination, maintenance, and record-keeping of the policies, and for complying with all requirements of the external agency.

V. Further Information

- A. Additional resources for policy developers are available at <http://manuals.ucdavis.edu/resources.htm>.
- B. Detailed information regarding initiating and updating policies is available in the Guide to Writing and Maintaining Campuswide Administrative Policy at <http://manuals.ucdavis.edu/resources/GuidetoWritingPolicy.pdf>.

- C. The list of Unit Policy Coordinators is available at <http://manuals.ucdavis.edu/resources/coordinators.htm>.
- D. For more information regarding the development, review, and approval process, contact the Campus Policy Coordinator; policy@ucdavis.edu.