

UC Davis Policy and Procedure Manual

Chapter 310, Communications and Technology

Section 30, Directives

Date: 2/3/09

Supersedes: 3/27/07

Responsible Department: Offices of the Chancellor and Provost

Source Document: N/A

I. Purpose

This section outlines policy and procedures for writing, review, approval, and distribution of directives.

II. Definitions

Directive—non-emergency communication distributed to the entire campus community that requires action or affects the conduct of University business. The content of a directive must fall into one of the following categories:

- A. Information regarding health, safety, or welfare.
- B. Information regarding regulations, policies, or procedures.
- C. Information regarding campus road closures.
- D. University-sponsored conferences or events that allow for release time or funding.
- E. Campuswide calls for nominations for employee awards.
- F. Recruitment announcements for Senior Management Group positions.
- G. Other information required to maintain compliance with federal or state regulations.
- H. Other vital information required by departments to conduct campus business.

III. Policy

- A. Directives shall be reviewed and approved by the Campus Policy Coordinator, Offices of the Chancellor and Provost.
- B. Directives prepared for the Chancellor's or Provost's signature must be reviewed and approved by the Chancellor or Provost prior to approval by the Campus Policy Coordinator.
- C. Directives will be distributed electronically in digest form by News Service on a weekly basis.
- D. When a directive is issued to modify a campus policy, the policy section must be updated as soon as possible but no later than 12 months following issuance of the directive.
- E. The department issuing the directive is the office of record.
 - 1. The office of record shall maintain the permanent record of the directive issued and provide copies as requested.
 - 2. Only two calendar years of directives will be maintained online.
- F. Department heads must assure that directives are made available to all employees who should be aware of the information, including those without access to email.

IV. Procedures

- A. The department responsible for the information drafts the directive.
 - 1. The directive should be brief.
 - 2. The directive should include specific policy references or links to additional information as necessary.

3. The directive must include the originating department name at the top in the same manner as it appears on interdepartmental letterhead (see Section 310-55).
4. The directive must include contact information at the end.
5. The sender of the directive must be the department head or equivalent position, and must review and approve the directive prior to submitting for distribution approval.

B. Review and approval

1. The department submits the draft directive, via email, to the Campus Policy Coordinator by noon on Tuesday the week distribution is required.
2. All approvals required by the department's dean/vice chancellor/vice provost shall be obtained prior to submission.
3. The Campus Policy Coordinator reviews the directive for appropriateness, structure, references, and edits as needed.
 - a. If appropriate, the Campus Policy Coordinator assigns a control number and oversees posting.
 - b. If substantial changes are required, the Campus Policy Coordinator returns the draft to the originator with a request to redraft.
 - c. If the content is inappropriate for distribution as a directive, the Campus Policy Coordinator returns the unapproved draft to the originator.

C. Distribution

1. The Administrative Policy Unit forwards the directive link to University Communications for distribution.
2. The News Service distributes all directives weekly on Friday through email newsletter.
3. The originating department retains the signed hard copy version of the directive for its records.

V. Further Information

- A. A template for preparing directives is available at <http://directives.ucdavis.edu>.
- B. For information regarding directive distribution schedules, contact University Communications News Service; (530)752-9836.
- C. For information originating from and distributed at UCDHS only, contact the Public Affairs and Marketing Department.

VI. References and Related Policies

UCD Policy and Procedure Manual:

- A. Section 310-18, Mass Electronic Messaging.
- B. Section 310-25, Distribution of Information and Literature.
- C. Section 310-27, Posting of Information.
- D. Section 310-55, University Stationery and Business Cards.