

# UC Davis Policy and Procedure Manual

## Introduction

### Preface

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**Supersedes:** 8/10/05

**Responsible Department:** Offices of the Chancellor and Provost

**Source Document:** N/A

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*Exhibit A, Structure for Policy and Procedure Manual Sections*

*Exhibit B, Policy Writer's Checklist*

## I. Purpose

- A. The UCD Policy & Procedure Manual (PPM) is issued by the Offices of the Chancellor and Provost as the official source for UCD policies and implementing procedures. Policies apply to all units under the jurisdiction of UC Davis, whether located on the Davis campus, the Sacramento campus (Medical Center), or off-site locations.
- B. The PPM is a public document and must be available to employees. Departments are responsible for providing access to policy information to their employees.
  1. Each department head must designate an employee to register for notification of updates to the manuals.
  2. Central administrative offices (e.g., deans' and vice chancellors' offices) should maintain a hard-copy manual in case of power outage, server failure, or other cases where employees may not have electronic access to manuals.
  3. UC Davis libraries, both on the Davis and Sacramento campuses, can provide access to the manuals.
- C. The PPM contains policies and procedures that are, in general, useful to the entire UCD community. It does not include procedures that relate only to the internal operation of a particular department or activity.
- D. The PPM supplements, but does not replace, several Universitywide and UCD manuals. Source documents are referenced in each section. Universitywide policies and guidelines are available through the Administrative Policy Manuals Web site (<http://manuals.ucdavis.edu>).
- 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 4 years or more frequently as required.
  2. Comments and suggestions from manual users may be addressed to the Campus Policy Coordinator.

## II. Responsibility for Maintenance of the Manual

- A. Department head
  1. Designates employee to register for notifications when new or revised policies are published.
  2. Ensures that all employees have access to the current policy and procedure manuals.
- B. Responsible department
  1. Assigns policy owner to revise and update policy sections to reflect current procedures and to initiate new policy sections as needed.

2. Reviews annual update list and reports current status of each policy section to unit policy coordinator.
- C. Unit policy coordinator
  1. Works with departments and Campus Policy Coordinator to ensure timely and accurate update of policy sections.
  2. Compiles annual report of policy status for Campus Policy Coordinator.
- D. Vice Chancellor/Vice Provost/Dean  
Approves policy and procedures for functional areas under his/her jurisdiction.
- E. Provost and Executive Vice Chancellor (or designee)
  1. Approves all policy sections.
  2. Makes final decisions related to Policy and Procedure Manual.
- F. Campus Policy Coordinator
  1. Coordinates review of drafts among appropriate units.
  2. Supervises publication of approved sections.
  3. Issues annual call to vice chancellors/vice provosts/deans to revise or reissue section due for update.
  4. Works with departments and unit policy coordinators to draft effective policy sections.

### **III. Procedures**

- A. Publishing a new manual section
  1. The policy owner:
    - a. Identifies the need for a new policy section and contacts the Campus Policy Coordinator to discuss the proposed policy and establish a section number.
    - b. Consults with others within the responsible department, other departments responsible for aspects of the procedures, the vice chancellor/vice provost/dean, the Campus Policy Coordinator, and Campus Counsel as needed, and prepares a preliminary draft of the policy section following the format described in Exhibit A and the policy manual template.
    - c. Sends the draft to the vice chancellor/vice provost/dean.
  2. The policy coordinator in the vice chancellor's/vice provost's/dean's office reviews the draft and resolves any preliminary issues, then send the draft to the Campus Policy Coordinator.
  3. The Administrative Policy unit:
    - a. Reviews and analyzes the draft for compatibility with other UCD and systemwide policies and procedures.
    - b. Consults with the unit policy coordinator and policy owner regarding questions on content.
    - c. Edits the draft to conform to standard manual style, assure clarity, streamline where appropriate.
    - d. Sends the draft to affected offices and administrators for formal review, coordinates

review comments and consults with policy owner as needed to resolve issues, and prepares final draft.

- e. Obtains final approval of policy owner, appropriate executives, and the Provost and Executive Vice Chancellor.
- f. Publishes the final approved version.

B. Updating an existing policy section

1. The policy owner:
  - a. Identifies need to update an existing section due to changes in systemwide policy, other UCD policy, internal procedures, or Federal or State laws.
  - b. Requests the file from the Administrative Policy unit and keys changes into file.
  - c. Reviews all contact information, department names, position titles, references, etc., to ensure continued accuracy of information, consulting with other departments as needed.
  - d. Submits the draft to the vice chancellor/vice provost/dean.
2. The policy coordinator in the vice chancellor's/vice provost's/dean's office reviews the draft and resolves any preliminary issues, then send the draft to the Campus Policy Coordinator.
3. The Administrative Policy unit follows the procedure described in III.A.3, above.

C. Annual call review

1. The Campus Policy Coordinator issues the yearly call to each vice chancellor/vice provost/dean, along with a list of the policy sections that require review.
2. The policy coordinator in the vice chancellor's/vice provost's/dean's office:
  - a. Prepares a report indicating the current status of each listed policy section and the target date for when the section will be submitted to the Administrative Policy Unit for formal review.
  - b. Submits the report to the Campus Policy Coordinator.
  - c. Works with departments to ensure timely and complete review and update of each policy section.
3. The responsible department updates policy sections as described in III.B, above.

**IV. Further Information**

Additional resources for policy writers are available at <http://manuals.ucdavis.edu/resources.htm>. For more information regarding the approval process or development of new policies, contact the Campus Policy Coordinator, Offices of the Chancellor and Provost, (530) 752-2407.