June 3, 2011

DEAN GIBELING, Graduate Studies
VICE PROVOST HORWITZ, Academic Personnel
VICE CHANCELLOR LEWIN, Office of Research
VICE PROVOST LACY, University Outreach and International Programs
VICE CHANCELLOR MEYER, Administrative and Resource Management
DEAN PENDLETON, University Extension
VICE CHANCELLOR AND DEAN POMEROY, UC Davis Health System
VICE CHANCELLOR SANDDEEN, University Relations
VICE PROVOST SIEGEL, Information and Educational Technology
VICE PROVOST TURNER, Undergraduate Studies
VICE CHANCELLOR WOOD, Student Affairs

RE: 2011 Policy Update Annual Call

Dear Colleagues:

During a time when we are increasingly asking our faculty and staff to accomplish more with less, it is vitally important that we provide them with the tools they need to do their jobs. One of these tools is accurate, up-to-date, clearly written administrative policy and procedure. A frequent comment I hear from faculty and staff is that campus policy ties their hands and precludes them from conducting their work in an effective and efficient manner. While some limitations are undoubtedly necessary to comply with federal and state law, we should aim to adopt and maintain policies that are no more proscriptive than necessary.

This letter serves as the official call for updating policies in the administrative policy manuals (Policy and Procedure Manual, Academic Personnel Manual, and Personnel Policies for Staff Members). Attached, you will find the list of outdated policies for which you and your departments are accountable. I ask that you make the update of these policies and deletion of obsolete and unnecessary policies a priority for your units. This is an opportunity to streamline our processes and reduce workload across departments wherever it is possible to do so. I realize our resources are limited in these difficult budget times and other, more urgent matters often take priority over this type of maintenance. However, by investing time in this area, we can create a more efficient, more effective administration for the future of our campus.

Our policy update process requires campus administrative policies to be reviewed at least once every four years. As you can see from the attached list, the majority of our campus policies are well past their review due date, and a significant number of policies have not been reviewed in over ten years. Please ask your unit policy coordinator to provide a status update regarding each of the policies on the attached list to campus Policy Coordinator Molly Theodossy by
August 1, 2011. I have asked Molly to delete any policies that are more than 10 years old if she
does not receive an update from your unit policy coordinator by August 1. I do not believe it
should take longer than two months to complete this review, but if more time is required your
unit policy coordinator should contact Molly at mmtetheodossy@ucdavis.edu or 752-2407 to
discuss an alternative deadline.

The responsibilities of policy developers, department heads and unit policy coordinators are
clearly defined in the Introduction to the Policy and Procedure Manual, available at
http://manuals.ucdavis.edu/PPM/preface.pdf. In addition, the list of current unit policy
coordinators is available at http://manuals.ucdavis.edu/resources/coordinators.htm. If this list is
inaccurate, please contact Molly to provide updated information. Molly will be communicating
with each of the unit policy coordinators to provide other important information related to this
annual call.

Thank you for your attention to this important matter. I appreciate your commitment to
improving administrative efficiencies.

Sincerely,

[Signature]

Ralph J. Hexter
Provost and Executive Vice Chancellor

Attachments:
Policy Update List
Policy Writer's Checklist

c: Coordinator Theodossy
Campus Counsel Drown
Unit Policy Coordinators