RE: 2012 Policy Update Annual Call

During this time when we are continuing to ask our faculty and staff to accomplish more with less, it remains 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. With the support of their administrative offices, many departments made tremendous progress in updating their policies over the past year often inspiring them to streamline processes and procedures, with positive impacts in turn for end-users as well as staff. I ask that you renew this commitment to supporting your departments and the campus by continuing the timely update of campus administrative policies.

This letter serves as the official call for updating policies in the administrative policy manuals (Policy and Procedure 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 Attached, you will find the list of outdated policies for which you and your departments are accountable.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 long-term efficiencies 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, there are still a number of our campus policies that are well past their review due date. 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 31, 2012. 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 31. While I do not believe it should take longer than the allotted timeframe to provide this status update, if more time is required your unit policy coordinator should contact Molly at mmtheodossy@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 continued commitment to improving administrative efficiencies.

Sincerely,

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