July 9, 2013

INTERIM VICE PROVOST DE LA PEÑA, Undergraduate Studies
INTERIM VICE CHANCELLOR DE LA TORRE, Student Affairs
DEAN GIBELING, Graduate Studies
VICE CHANCELLOR KEISTER, Development and Alumni Relations
VICE PROVOST LACY, University Outreach and International Programs
VICE CHANCELLOR LEWIN, Office of Research
VICE CHANCELLOR MEYER, Administrative and Resource Management
INTERIM VICE CHANCELLOR AND DEAN NESBITT, UC Davis Health System
DEAN PENDLETON, University Extension
ACTING VICE PROVOST YOUTSEY, Information and Educational Technology

RE: 2013 Policy Update Annual Call

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 Attached, you will find the list of outdated policies for which you and your departments are accountable.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 after many years of difficult budgets and that 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, we continue to have a number of campus policies that are well past their review due date, as well as departments who are not meeting their own target dates. 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 15, 2013. 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 15. 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. Please have your unit policy coordinators review this information to be sure they understand their role and responsibilities in the policy review process. 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 regarding this annual call and throughout the year as policy matters arise.

During this time when we continue 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. I ask that you renew your commitment to supporting your departments and the campus by ensuring the
timely review and update of campus administrative policies. Thank you for your attention to this important matter and 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
Interim Campus Counsel Sweeney
Unit Policy Coordinators