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September 24, 2015

Vice Chancellor Adela de la Torre, Student Affairs
Vice Chancellor and Dean Julie Freischlag, UC Davis Health System
Vice Chancellor Shaun Keister, Development and Alumni Relations
Vice Chancellor Dave Lawlor, Finance, Operations, and Administration
Vice Chancellor Harris Lewin, Office of Research
Dean Paul McNeil, University Extension
Vice Provost Viji Murali, Information and Educational Technology
Vice Provost Joanna Regulska, Global Affairs
Vice Provost and Dean Carolyn Thomas, Undergraduate Studies

RE: 2015 Policy Update Annual Call

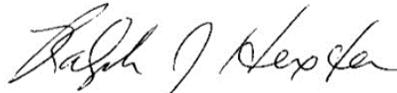
This letter serves as the official call for updating policies in the administrative policy manuals (Policy and Procedure Manual; Personnel Policies for Staff Members). Attached, you will find the list of policies for which you and your departments are accountable. Our policy update process requires campus 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 October 30, 2015. 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 October 10. 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 752-2407 or mmtheodossy@ucdavis.edu 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.

It remains vitally important that we provide faculty and staff with the tools they need to do their jobs. One of the most important tools is accurate, up-to-date, clearly written administrative policies and procedures. I ask for your renewed commitment to supporting

your departments and the campus by ensuring the timely review and update of campus administrative 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. 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
Campus Counsel Appelsmith
Chief Compliance Officer Delmendo
Unit Policy Coordinators