DEAN GIBELING, Graduate Studies
VICE PROVOST HORWITZ, Academic Personnel
VICE CHANCELLOR KLEIN, 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 SANDEEN, University Relations
VICE PROVOST SIEGEL, Information and Educational Technology
VICE PROVOST TURNER, Undergraduate Studies
VICE CHANCELLOR WOOD, Student Affairs

RE: 2010 Policy Update Annual Call

This memorandum is to inform you of the outdated policies for which you are responsible and serves as the official call for updating policies in the Administrative Policy Manuals (Academic Personnel Manual, Policy and Procedure Manual, and Personnel Policies for Staff Members Manual).

Accurate, clearly written administrative policies and procedures play a vital role in the campus’s goal of increasing administrative efficiency. Outdated policies also put the campus at greater risk for lawsuits and reputational damage. Your departments should review the list of policies for which they are responsible and prioritize updates and maintenance based on the risks associated with non-compliance. I ask for your renewed commitment to supporting policy updates and maintenance as a priority in your units, and in expecting the development of realistic plans for future maintenance.

Your office is responsible for ensuring that departments update their policies appropriately. Please send this memorandum, the policy list, and policy writer’s checklist (attached) to your unit policy coordinator for follow-up with your department heads. The unit policy coordinator is responsible for maintaining a record of the level of action required on each policy and target dates for submission, and for continuing follow-up with the department heads or policy developers to ensure that updated policies are submitted in a timely manner.

Departments may request to reissue policies that remain accurate, or delete policies that are obsolete. Requests for deletion must be accompanied by a statement describing the reason for deletion. Your unit policy coordinator should advise me immediately of any policies to be reissued or to be deleted.

I have attached a list of the current unit policy coordinators for each of your units. Please review the list and confirm that I have the correct information for your unit. If there has been a change in your unit policy coordinator, please send me the name and contact information for the person now filling this role.
Molly M. Theodossy
Campus Policy Coordinator

Attachments:
  Unit Policy Coordinator List
  Policy Update List
  Policy Writer's Checklist

c:  Provost and Executive Vice Chancellor Lavernia
    Assistant Executive Vice Chancellor Loessberg-Zahl
    Campus Counsel Drown
    Compliance Director Delmendo
    Unit Policy Coordinators