

# Unit Policy Coordinator's (UPC) Checklist

## Managing and Tracking policies for your unit:

### *For policies that are new to the update list*

- Review the sections listed on the update list sent to you by the Administrative Policy Office.
- Confirm the listed policy developer is correct, or provide the name of the assigned policy developer. Assign only one policy developer for each policy.
- Provide a target date for planned submission of the updated policy.
- Obtain the level of update expected for each policy section:
  - *No changes required—all policy statements, procedures, content, contact information, references, links, etc. are accurate and the policy can be reissued as is.*  
You will be copied on a final approval request to the policy developer with the attached policy to verify that the policy section remains completely accurate. The policy section will be reissued after it is fully approved.
  - *Minor revisions are required—contact information, department names, referenced policy section names have changed, but the basic content of the policy statements and procedures is still accurate; no substantive changes.*  
The policy developer will require the electronic file for the policy section. Request the file from Administrative Policy Office if it has not already been provided. The Administrative Policy Office will determine if the policy section requires formal review prior to final approval.
  - *Major revisions are required—the policy and/or procedures are outdated or out of compliance.*  
The policy developer must determine the target date for submission of the draft for review and request the electronic file for the policy section to key in tracked changes if it has not already been provided by the Administrative Policy Office. Ensure the Administrative Policy Office has been consulted as needed to assist with content, structure, and organization.
  - *Delete from manual—this policy section is no longer required.*  
The policy developer must provide a statement describing the reason why the section is to be deleted, and where departments can go to get information on the current procedure (if applicable).
- Confirm with the policy developer the risk level associated with the policy (high, medium, low) is correct based on assessment of legal, financial, or reputational risks of non-compliance.
- Provide a status update to Administrative Policy Office.

### *For policies that have been pending on the update list*

- Solicit drafts for PPMs that are nearing or have passed their target dates.
  - For policies that are past their target dates, determine the new target date in consultation with the department executive and the policy developer.
  - Target dates should be based on a realistic expectation that the policy can be updated by the date provided, and should not routinely require extension.

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- Follow up on pending actions or requests included in the Notes field on the update list or provided by the Administrative Policy Office.
- Track all policy activities within your unit.
- Communicate the above information to the Administrative Policy Office on an as needed and ongoing basis.

### *Updating of policy sections and exhibits:*

- Provide the most recent Word file provided by the Administrative Policy Office to the policy developer to make edits.
- Verify the draft submitted by the policy developer used the correct Word file you provided to them.
- Check that the "Track Changes" feature was used to key in all changes.
- Verify who the policy developer consulted with during the update.
- Consult with your Vice Chancellor/Vice Provost/Dean as necessary.
- Verify that all hyperlinks work, and that all department names and position titles are correct.

### *Initiation of new policy sections:*

- Prior to developing the draft, ensure that the policy developer completes a [New Policy Development Plan](#) and secures appropriate executive office approval.
- Submit the approved development plan to the Administrative Policy Office for review and to assign a policy number.
- Direct the policy developer to download the policy template from <http://manuals.ucdavis.edu/Resources.htm> to complete.
- Refer the policy developer to the [Development and Management of Campus Administrative Policies](#) and [Guide to Writing Policy](#) for guidelines regarding the standard structure for policy sections.
- Review the submitted draft to ensure that the policy developer used the correct policy template and followed the proper policy structure.
- Verify who the policy developer consulted with during development.
- Consult with your Vice Chancellor/Vice Provost/Deans necessary.

### *Submitting drafts for formal review:*

- Submit the electronic draft to Administrative Policy Office along with the following information:
  - A brief summary of the revision (for updated policies).
  - The names and departments of people who have been consulted on the update or development of the policy section.
  - The names and departments of people who the responsible department feels should be included in the formal review.
- The Administrative Policy Office will review the policy section, making editorial and structural changes needed for clarity. If necessary, an updated draft or questions will be returned for resolution by the policy developer.

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### *Procedures for Review and Approval:*

- You will receive a formal review request with the policy draft from the Administrative Policy Office.
- Disseminate the review request to other individuals within your unit who need to review the section as necessary.
- Submit any needed revisions or comments you receive to the Administrative Policy Office by the deadline noted on the review request.
- The Administrative Policy Office will review the submitted comments and edits and will return any comments or questions that require resolution by the policy developer.
- The policy approval will be sent via email to the policy developer, with copy to the unit policy coordinator. Monitor the status of the policy approval to ensure it is returned to the Administrative Policy Office in a timely manner.