

## Policy Update List

Responsible Department: Academic Personnel			Administrative Unit: Academic Personnel		
Manual	Policy #	Title	Last Update	Status	Notes
APM	UCD-015	Procedures for Faculty Misconduct Allegations	8/3/2004	Overdue for Update	Sent to Binnie in anticipation of review, 3/31/08.
APM	UCD-016	Procedures for Faculty Discipline	8/3/2004	Overdue for Update	
APM	UCD-140	Non-Senate Academic Appointees/Grievances	11/25/2003	Overdue for Update	Review with Singh, Aguirre, Melendy
APM	UCD-145	Non-Senate Layoff Policy	6/12/1995	Overdue for Update	References wrong position title. UC last updated 7/1/03. Review with Aguirre/Melendy
APM	UCD-191	Endowed Chairs	6/3/2005	Due for Update	
APM	UCD-220	Academic Senate Review and Advancement	7/9/2004	Overdue for Update	Sent to Renee for review, 2/12/08.
APM	UCD-220A	Academic Federation Review and Advancement	7/9/2004	Overdue for Update	update 10/11/05. Sent to Renee for review, 10/3/08.
APM	UCD-220B	Academic Review Process--Appointments	10/1/1999	Overdue for Update	References policy that does not exist. UC last updated 1/1/06. Lasky requested file for review, 2/12/07. P&C draft sent to AP on 4/14.
APM	UCD-220I	School of Medicine: Use of Fractional FTEs for Full-Time Appointments	6/25/1997	Overdue for Update	Review with Korte. Korte requested file for review 2/12/07. Sent to Renee for review, 10/3/08.
APM	UCD-230	Appointments to Visiting (Postgraduate Research _____)--Postdoctoral Scholar Positions	2/4/2003	Overdue for Update	
APM	UCD-240	Appointment and Review of Deans	6/12/1995	Overdue for Update	UC last updated 7/1/05.
APM	UCD-242	Appointment and Review of Directors of Organized Research Units (Formerly UCD-II-C)	6/7/1991	Overdue for Update	Sent for final approval 7/04. Back under revision per Miller 3/05. Review with Korte
APM	UCD-245A	Appointment and Review of Department Chairpersons	6/12/1995	Overdue for Update	References positions that do not exist. UC last updated 12/14/00. Review with Peterson

APM	UCD-275	Professor of Clinical (____) Appointments in the School of Medicine	10/28/2002	Overdue for Update	Review with Korte
APM	UCD-290	Regents' Professors and Regents' Lecturers	6/12/1995	Overdue for Update	References wrong position title
APM	UCD-320	Appointment and Promotion of Agronomists in the AES Series	11/6/1998	Overdue for Update	References policy that does not exist. UC last updated 12/14/00 Review with Korte
APM	UCD-330	Appointment, Merit, and Promotion of Specialists	5/20/2004	Overdue for Update	
APM	UCD-334	Appointment and Promotion of Specialist in Cooperative Extension	5/7/1999	Overdue for Update	References policy that does not exist. UC last updated 12/14/00 Review with Peterson
APM	UCD-370	Appointment and Promotion of Academic Administrators	10/14/1998	Overdue for Update	UC last updated 12/14/00.
APM	UCD-375	Appointment and Promotion of Academic Coordinators		Update in Progress	
APM	UCD-500	Academic Recruitment Guidelines	3/18/2003	Overdue for Update	References policy that does not exist-Review with Peterson/Melendy
APM	UCD-530	Recruitment and Appointment of Aliens (Noncitizens)	6/25/1997	Overdue for Update	Sent to Renee for update, 9/14/07. Review with Anders
APM	UCD-620	Policies and Procedures for the Administration of Off-Scale Salaries	5/2/2002	Overdue for Update	UC last updated 8/1/03.
APM	UCD-660	Additional Summer Compensation	6/25/1997	Overdue for Update	Update requested by LNV on 5/28/02. Review with Peterson
APM	UCD-730	Vacation -- Fiscal-Year Appointees	6/25/1997	Overdue for Update	Review with Korte. UC last updated 7/1/03. Korte requested file for review 2/13/07.
APM	UCD-II-C	Appointment and Review of Directors of Organized Research Units	6/7/1991	Overdue for Update	
APM	UCD-III-A	Moving and Removal Expenses	6/22/1999	Overdue for Update	References are outdated.

**Responsible Department:** A&FS-CAMS

Administrative Unit: Administration

Manual	Policy #	Title	Last Update	Status	Notes
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PPM	350-65	Loans, Gifts, and Transfers of Equipment	8/25/2005	Due for Update	
PPM	350-75	Fabrication and Modification of Equipment	11/24/2003	Overdue for Update	Technical update 1/22/07. Sent to Valerie for review, 5/15/08.

**Responsible Department: A&FS-Materiel Management**

Administrative Unit: Administration

Manual	Policy #	Title	Last Update	Status	Notes
PPM	350-21	Departmental Purchase Delegations	3/6/2006	Update in Progress	Technical update 1/17/07. Technical update 1/22/07. Technical update 6/11/07. Technical update 11/6/07, implementing directive #07-091. Sent to Andy Lamb for update, 12/9/08. Submitted-- Questions with Sullivan 3/09
PPM	350-35	Receipt and Delivery of Goods	9/2/2005	Due for Update	
PPM	350-40	Inspection of Shipments and Damage Claims	8/3/2005	Due for Update	
PPM	350-45	Shipment of Goods	9/12/2005	Due for Update	
PPM	350-60	Management of Supply Inventories	7/27/2005	Due for Update	
PPM	350-80	Disposition of Excess and Surplus Property	1/10/2005	Due for Update	Karl Reinking requested docs for review, 11/27/06. Technical update 1/22/07.

**Responsible Department: Accounting & Financial Services**

Administrative Unit: Administration

Manual	Policy #	Title	Last Update	Status	Notes
PPM	260-45	Gifts Presented to Nonemployees	6/23/2003	Overdue for Update	Sent to Valerie for review, 1/14/08. Sent to Valerie for review, 5/13/08.
PPM	300-10	Travel Policy Overview	9/15/2004	Overdue for Update	Sent to Cyndy Johnson and Diane Despujol for review, 3/7/07. Sent to Anne Marie for review, 11/9/07. Reference to directive must be properly incorporated in 300-13, 300-16.
PPM	300-11	Travel Definitions	9/15/2004	Overdue for Update	Sent to Cyndy Johnson and Diane Despujol for review, 3/7/07. Sent to Anne Marie for review, 11/9/07.
PPM	300-12	Travel Policy--General	9/15/2004	Overdue for Update	Sent to Cyndy Johnson and Diane Despujol for review, 3/7/07. Sent to Anne Marie for review, 11/9/07.

PPM	300-13	Corporate Travel Cards and Travel Allowances	9/15/2004	Overdue for Update	Sent to Cyndy Johnson and Diane Despujol for review, 3/7/07. Sent to Anne Marie for review, 11/9/07. Directive information must be incorporated.
PPM	300-14	Insurance for Travelers	9/15/2004	Overdue for Update	Sent to Cyndy Johnson and Diane Despujol for review, 3/7/07. Sent to Anne Marie for review, 11/9/07.
PPM	300-15	Transportation Expenses--General	9/15/2004	Overdue for Update	Sent to Cyndy Johnson and Diane Despujol for review, 3/7/07. Sent to Anne Marie for review, 11/9/07.
PPM	300-16	Transportation Expenses--Air Travel	9/15/2004	Overdue for Update	Sent to Cyndy Johnson and Diane Despujol for review, 3/7/07. Sent to Valerie, Anne Marie Scott and Diane Despujol for update, 10/29/07. Sent to Anne Marie for review, 11/9/07. Information from directive must be incorporated.
PPM	300-17	Transportation Expenses--Automobile	9/15/2004	Overdue for Update	Technical update 1/17/07. Sent to Cyndy Johnson and Diane Despujol for review, 3/7/07. Sent to Anne Marie for review, 11/9/07.
PPM	300-18	Transportation Expenses--Other Forms of Transportation	9/15/2004	Overdue for Update	Sent to Cyndy Johnson and Diane Despujol for review, 3/7/07. Sent to Anne Marie for review, 11/9/07.
PPM	300-19	Subsistence Expenses--General	9/15/2004	Overdue for Update	Sent to Cyndy Johnson and Diane Despujol for review, 3/7/07. Sent to Anne Marie for review, 11/9/07. Updated to reference Directive 06-111, 8/19/08.
PPM	300-20	Subsistence Expenses--Travel of 24 hours or more	9/15/2004	Overdue for Update	Sent to Cyndy Johnson and Diane Despujol for review, 3/7/07. Sent to Anne Marie for review, 11/9/07.
PPM	300-21	Subsistence Expenses--Travel of less than 24 hours	9/15/2004	Overdue for Update	Sent to Cyndy Johnson and Diane Despujol for review, 3/7/07. Sent to Anne Marie for review, 11/9/07. Updated to reference Directive 08-058, 8/19/20.
PPM	300-22	Miscellaneous Travel Expenses	9/15/2004	Overdue for Update	Sent to Cyndy Johnson and Diane Despujol for review, 3/7/07. Sent to Anne Marie for review, 11/9/07.
PPM	300-23	Intercampus Travel Expenses	9/15/2004	Overdue for Update	Sent to Cyndy Johnson and Diane Despujol for review, 3/7/07. Sent to Anne Marie for review, 11/9/07.
PPM	300-24	Special Travel Situations--University Travelers	9/15/2004	Overdue for Update	Sent to Cyndy Johnson and Diane Despujol for review, 3/7/07. Sent to Anne Marie for review, 11/9/07.
PPM	300-25	Special Travel Situations--Non-University Travelers	9/15/2004	Overdue for Update	Sent to Cyndy Johnson and Diane Despujol for review, 3/7/07. Sent to Anne Marie for review, 11/9/07.
PPM	300-26	Reporting Travel Expenses	9/15/2004	Overdue for Update	Sent to Cyndy Johnson and Diane Despujol for review, 3/7/07. Sent to Anne Marie for review, 11/9/07.

PPM	330-10	Approval Authorization	7/16/2003	Overdue for Update	Sent to Valerie for review, 1/14/08. Sent to Valerie for review, 5/13/08. Sent to John Gregg for review, 7/17/08. Sent to John Gregg for review, 8/29/08.
PPM	330-35	Credit and Debit Card Merchants	8/11/2005	Due for Update	
PPM	330-40	Disbursement Procedures	5/31/2002	Overdue for Update	Sent to Sjordal, 3/2/07. Sent to Valerie for review, 5/13/08.
PPM	330-43	Official University Bank Accounts	7/11/2000	Overdue for Update	Held for update of BUS-49 (finalized 2/1/02). Original target 9/05, 11/05, 4/06. Sent to Sjordal, 3/2/07. Sent to Valerie for review, 5/13/08. Sent to Leslie Sherlin, 7/2/08. Submitted 9/16/08. Comments returned to Sullivan 9/19
PPM	330-45	Petty Cash Funds	8/16/2000	Overdue for Update	Original target 12/05, 4/06 Sent to Sjordal, 3/2/07. Sent to Valerie for review, 5/13/08. Sent to Leslie Sherlin for review, 7/2/08.
PPM	330-46	Cashiering Change Funds	9/21/2000	Overdue for Update	Original target 3/06 Sent to Sjordal, 3/2/07. Sent to Valerie for review, 5/13/08. Sent to Leslie Sherlin for review, 7/2/08. Submitted 9/16/08. Comments returned to Sullivan 9/25/08.
PPM	330-55	Departmental Cashiering Operations--Policy Overview	8/3/2005	Due for Update	
PPM	330-56	Departmental Cashiering Operations--Definitions	8/3/2005	Due for Update	
PPM	330-57	Departmental Cashiering Operations--Cash Collections	8/3/2005	Due for Update	Technical update, 4/21/08.
PPM	330-59	Departmental Cashiering Operations--Physical Security	8/3/2005	Due for Update	
PPM	330-60	Accounting and Financial Services and Internal Audit Services Responsibilities--Cash and Cash	8/3/2005	Due for Update	
PPM	330-63	Expenditure Adjustments (Cost Transfers)	7/3/2003	Overdue for Update	Sent to Valerie for review, 1/14/08. Sent to Valerie for review, 5/13/08.
PPM	330-75	University Payment of Membership Fees	7/2/2003	Overdue for Update	Sent to Valerie for review, 1/14/08. Sent to Valerie for review, 5/13/08.
PPM	330-81	Department Administrative Retreats	10/25/2000	Overdue for Update	Original target 12/05 Sent to Sjordal, 3/2/07. Sent to Valerie for review, 5/13/08.

PPM	330-89	Billing for Accounts Receivable	4/24/2002	Overdue for Update	Requested by Henn. Additional reviewer-Sutton. Original target 1/06, 4/07. Sent to Sjordal, 3/2/07. Sent to Valerie for review, 5/13/08.
PPM	340-06	State Sales and Use Tax Collections	5/12/2003	Overdue for Update	Sent to Valerie for review, 1/14/08. Sent to Valerie for review, 5/13/08.
PPM	340-09	Sales and Reimbursement of University Supplies and Services	3/21/2005	Due for Update	Technical update, 8/8/08.
PPM	340-30	Disposal of Agricultural By-Products	4/7/2005	Due for Update	Technical update 1/22/07.
PPM	380-40	Death of an Employee	4/23/2004	Overdue for Update	Sent to Valerie for review, 5/15/08.
PPM	380-50	Employee Non-Cash Awards	4/15/2002	Overdue for Update	Sent to Sjordal, 3/2/07. BFB G-41 revised; so sent to Valerie for review, 4/23/08. Sent to Valerie for review, 5/13/08.
PPM	380-60	Loyalty Oath	4/4/2003	Overdue for Update	Sent to Valerie for review, 5/13/08.
PPM	380-65	Income Tax Withholding and Reports of Earnings for Citizens and Resident Aliens	3/14/2005	Due for Update	
PPM	380-66	Income Tax Withholding and Reports of Earnings for Nonresident Aliens	3/14/2005	Due for Update	
PPM	380-75	Intercampus Employment Transfers, Appointments, and One-Time Payments	6/14/2005	Due for Update	Procedure 2 is new - discusses temporary transfers
PPM	380-77	Seasonal Farm Labor	7/3/2003	Overdue for Update	Sent to Valerie for review 1/14/08. Sent to Valerie for review, 5/13/08.

**Responsible Department: Business Contracts**

Administrative Unit: Administration

Manual	Policy #	Title	Last Update	Status	Notes
PPM	330-05	Business Contracts	8/30/2005	Due for Update	Technical update 1/22/07.
PPM	380-70	Independent Consultants	9/30/2005	Due for Update	Technical update 1/22/07.

**Responsible Department:** Campus Events & Visitor Services

Administrative Unit: Administration

Manual	Policy #	Title	Last Update	Status	Notes
PPM	270-08	Campus Interest Groups	4/28/2005	Due for Update	
PPM	270-16	Fund Raising on University Property	5/4/2004	Overdue for Update	Submitted--questions returned to M. Turner
PPM	270-20	Use of University Properties	11/3/2003	Overdue for Update	Submitted--questions returned to M. Turner

**Responsible Department:** Environmental Health & Safety

Administrative Unit: Administration

Manual	Policy #	Title	Last Update	Status	Notes
PPM	290-25	Health Services for Individuals Having Animal Contact	4/30/1998	Overdue for Update	Original target 9/03, 2006
PPM	290-40	Public Health and Sanitation	3/27/2002	Overdue for Update	Sent to Susan Cummings 10/06. Sent to Matt Guilfoil 8/21/07. Sent to Dorothy Hunt, 8/28/08. Submitted 10/3/08. Questions with Sullivan.
PPM	290-50	Protective Clothing and Equipment	6/14/2005	Due for Update	Sent to Gerry Westcott for technical update, 9/3/08.
PPM	290-56	Chemical Safety	11/30/2007	Update in Progress	Sent to Andrew for technical update, 10/17/08. Submitted--Question with Sullivan 4/09.
PPM	290-80	Diving Safety Program	3/23/2005	Out for Approval	8/10/09
PPM	290-82	Boating Safety		In Development	

**Responsible Department:** Fleet Services

Administrative Unit: Administration

Manual	Policy #	Title	Last Update	Status	Notes
PPM	300-30	University Owned Vehicles	5/5/2005	Due for Update	
PPM	350-32	Miscellaneous Vehicles	3/14/2001	Overdue for Update	Information in referenced directive must be incorporated.

PPM	380-20	Employee Driving Records	3/27/2003	Overdue for Update	Sent to M. Scott Sheaman for review, 9/2/08. Questions/comments returned to Sullivan 1/20/09.
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**Responsible Department:** Human Resources

Administrative Unit: Administration

Manual	Policy #	Title	Last Update	Status	Notes
PPM	380-10	Affirmative Action in Employment	3/11/2005	Due for Update	
PPM	380-18	Substance Abuse	6/24/2002	Overdue for Update	
PPM	380-22	Drug and Alcohol Testing of Drivers	6/9/2003	Overdue for Update	
PPM	390-30	Violence, Threats, and Disruption in the Workplace	4/22/2004	Out for Review	Due 9/28/09--Extension to 11/15 for Senate
PPSM	03-UCD	Types of Appointments -- Policy Notes	7/23/2004	Overdue for Update	Exhibit B: Technical update 1/9/07. Exhibit A: major revision 3/19/07.
PPSM	12-UCD	Nondiscrimination in Employment -- Policy Notes	10/1/2004	Overdue for Update	
PPSM	14-UCD	Affirmative Action -- Policy Notes	10/1/2004	Overdue for Update	
PPSM	20-UCD	Recruitment -- Policy Notes	9/13/2002	Overdue for Update	
PPSM	21-UCD	Appointment -- Policy Notes	5/30/2004	Overdue for Update	
PPSM	30-UCD	Salary -- Policy Notes	12/21/1999	Overdue for Update	
PPSM	32-UCD	Overtime -- Policy Notes	12/2/2001	Overdue for Update	
PPSM	33-UCD	Shift and Weekend Differential -- Policy Notes	9/1/2003	Overdue for Update	
PPSM	35-UCD	Protective Clothing, Equipment, and Uniforms -- Policy Notes	11/1/2001	Overdue for Update	Sent to Terri for update, 12/4/08.

PPSM	36-UCD	Classification -- Policy Notes	1/23/2001	Overdue for Update	
PPSM	41-UCD	Vacation -- Policy Notes	9/27/2004	Overdue for Update	
PPSM	42-UCD	Sick Leave -- Policy Notes	12/1/2001	Overdue for Update	
PPSM	43-UCD	Leave of Absence -- Policy Notes	2/19/2002	Overdue for Update	Sent to Terri for review, 3/17/08.
PPSM	45-UCD	Military Leave -- Policy Notes	9/27/2004	Overdue for Update	
PPSM	46-UCD	Administrative Leave -- Policy Notes	1/12/2004	Overdue for Update	
PPSM	50-UCD	Professional Development -- Policy Notes	1/12/2004	Overdue for Update	
PPSM	51-UCD	Reduced Fee Enrollment -- Policy Notes	3/8/2004	Overdue for Update	
PPSM	60-UCD	Layoff and Reduction in Time from Professional and Support Staff Career Positions -- Policy	4/7/2005	Due for Update	Sent to Terri for review, 4/10/08.
PPSM	62-UCD	Corrective Action -- Policy Notes	5/5/2003	Overdue for Update	
PPSM	63-UCD	Investigatory Leave -- Policy Notes	2/5/2003	Overdue for Update	
PPSM	64-UCD	Termination (PSS) -- Policy Notes	9/1/2003	Overdue for Update	
PPSM	65-UCD	Termination (MSP) -- Policy Notes	8/26/2003	Overdue for Update	
PPSM	80-UCD	Staff Personnel Records -- Policy Notes	10/23/2003	Overdue for Update	
PPSM	82-UCD	Conflict of Interest -- Policy Notes	3/17/2004	Overdue for Update	

PPSM 83-UCD Death Payments -- Policy Notes 10/23/2003 Overdue for Update Sent to Terri for update, 12/4/08.

**Responsible Department:** Occupational Health Services

Administrative Unit: Administration

Manual	Policy #	Title	Last Update	Status	Notes
PPM	290-60	Occupational and Preventive Medicine	6/24/2004	Out for Approval	9/9/09

**Responsible Department:** Police Department

Administrative Unit: Administration

Manual	Policy #	Title	Last Update	Status	Notes
PPM	390-35	Terrorist Acts Targeting Research	7/27/2000	Overdue for Update	Formerly 290-08, renumbered 7/08

**Responsible Department:** Repro Graphics

Administrative Unit: Administration

Manual	Policy #	Title	Last Update	Status	Notes
PPM	210-80	Sales of Syllabi and Other Instructional Materials	3/23/2005	Due for Update	

**Responsible Department:** Risk Management

Administrative Unit: Administration

Manual	Policy #	Title	Last Update	Status	Notes
PPM	350-85	Loss of or Damage to University Property	9/25/1997	Overdue for Update	Sent to Melissa Sullivan for update, 9/17/08.
PPM	370-05	Student Off-Campus Events, Programs, and Travel	10/21/2002	Overdue for Update	New version of BFB BUS-23 issued 6/13/07. Sent to Matt 9/27/07. Sent to Melissa Sullivan for update, 9/17/08. Sent to Dolores for update, 10/9/08.
PPM	370-10	Student Off-Campus Trip Insurance	2/10/1997	Overdue for Update	Original target 3/03. No action. Sent to Matt 9/27/07. Sent to Melissa Sullivan for update, 9/17/08.
PPM	370-25	Vehicle Insurance	6/27/1997	Overdue for Update	Original target 3/03. No action. Sent to Matt 9/27/07. Sent to Melissa Sullivan for update, 9/17/08.
PPM	370-30	Property Insurance	3/20/1998	Overdue for Update	Original target 3/03. No action. Sent to Matt 9/27/07. Sent to Melissa Sullivan for update, 9/17/08.
PPM	370-35	Fine Arts Insurance	6/27/1997	Overdue for Update	Original target 3/03. No action. Sent to Matt 9/27/07. Sent to Melissa Sullivan for update, 9/17/08. Sent to Dolores for update, 10/9/08.

**Responsible Department: Graduate Studies**

Administrative Unit: Graduate Studies

Manual	Policy #	Title	Last Update	Status	Notes
APM	UCD-245B	Appointment and Review of Graduate Group Chairs	1/16/2003	Overdue for Update	With Graduate Studies for update or review, as of 8/16/06.
APM	UCD-II-B	Appointment of Graduate Students and Postgraduate Researchers to Academic Positions	5/20/2003	Overdue for Update	Sent to Tracey Pereida for review, 11/20/07.
PPM	210-65	Postdoctoral Study	7/9/2002	Overdue for Update	Requires update based on directive 03-095. Sent to Tracey Pereida for review, 11/20/07.

**Responsible Department: Information and Educational Technology**

Administrative Unit: Information and Educational Technology

Manual	Policy #	Title	Last Update	Status	Notes
PPM	310-10	Telecommunications Services	1/15/2002	Overdue for Update	No action. Sent to Lisa Kay Chance for update, 4/17/08. Target 8/1/08.
PPM	310-17	Wireless Communications	10/3/2002	Overdue for Update	No action. Sent to Lisa Kay Chance for review, 4/17/08. Target 8/1/08.
PPM	310-19	Email for Official Communications with Students	6/9/2004	Overdue for Update	Sent to Lisa Kay Chance for review, 4/17/08.
PPM	310-21	Computer Vulnerability Scanning Policy	9/17/2004	Overdue for Update	Sent to Lisa Kay Chance for review, 4/17/08.
PPM	320-40	Data Administration		Update in Progress	Comments returned to Chase 8/10/09

**Responsible Department: OCP**

Administrative Unit: OCP

Manual	Policy #	Title	Last Update	Status	Notes
PPM	200-15	Administrative Decision-Making Process	6/7/2005	Due for Update	
PPM	200-30	Administrative Unit Reviews	8/27/1999	Update in Progress	Draft with Loessberg-Zahl
PPM	200-50	Name Changes for Campus Units	2/8/2005	Due for Update	Sent to ORMP for consultation 5/19/09

PPM	380-15	Staff Complaints Charging Discrimination	4/14/2003	Overdue for Update	
PPM	390-25	Suspension of Individuals During Declared State of Emergency	8/31/2005	Due for Update	Formerly 290-07, renumbered 7/08.

**Responsible Department: OHRP Compliance**

Administrative Unit: Research

Manual	Policy #	Title	Last Update	Status	Notes
PPM	320-35	Privacy of Health Information	10/14/2003	Overdue for Update	
PPM	320-36	Access to Protected Health Information for Research	10/2/2003	Overdue for Update	

**Responsible Department: Research**

Administrative Unit: Research

Manual	Policy #	Title	Last Update	Status	Notes
PPM	220-01	Organized Research	6/24/1994	Overdue for Update	With Dilts 12/05. Questions with Hays 7/23/08
PPM	230-01	Private Support of Research	3/4/2003	Overdue for Update	Replaces 210-10. Sent to Ahmad Hakim-Elahi for update, 10/30/07.
PPM	230-02	Eligibility to Undertake Sponsored Research	2/18/1992	Overdue for Update	Formerly SRM 105-submitted 11/06, holding for response on discrepancy with UCOP policy.
PPM	240-50	Principles and Policies	3/27/1987	Overdue for Update	Formerly SRM 705
PPM	240-51	Institutional Review Board (Human Subjects Review Committee)	5/24/2002	Overdue for Update	Currently UCDHS 1507--needs to be revised and moved to PPM. Original target 4/06
PPM	240-52	Experimental Subjects Bill of Rights	9/8/1995	Overdue for Update	Original target 4/06
PPM	240-53	Clinical Research Regulatory Agency Reviews	5/2/2002	Overdue for Update	Currently UCDHS 1506, needs to be revised and moved to PPM.
PPM	240-54	Activities that Require Departmental Review but are Exempt from Review by Human Subjects	9/8/1995	Overdue for Update	Formerly SRM 735. With Perez, Tarango. Original target 4/06
PPM	240-55	Activities That Do Not Require Review	9/8/1995	Overdue for Update	Formerly SRM 740. With Perez, Tarango. Original target 4/06

PPM	240-56	Minimal Risk Activities	9/8/1995	Overdue for Update	Formerly SRM 725. With Perez and Tarango. Original target 4/06
PPM	240-57	Responsibilities of Researchers and Others After Protocol Approval	9/8/1995	Overdue for Update	Formerly SRM 730. With Perez and Tarango. Original target 4/06
PPM	240-58	Clinical Research Protocol Post-Approval Monitoring	12/20/2002	Overdue for Update	Currently UCDHS 1505, needs to be revised and moved to PPM.
PPM	240-59	Clinical Research Education and Competency	4/21/2004	Overdue for Update	Currently UCDHS 1504, needs to be revised and moved to PPM.
PPM	240-60	Medical Emergency--No Approved Protocol	9/8/1995	Overdue for Update	Formerly SRM 745. With Perez and Tarango. Original target 4/06
PPM	240-61	Distribution of Investigational Drugs	7/16/2004	Overdue for Update	Currently UCDHS 1508, needs to be revised and moved to PPM.
PPM	240-62	Emergency Treatment Use of Investigational Drugs	5/6/2001	Overdue for Update	Currently UCDHS 1509, needs to be revised and moved to PPM.
PPM	350-95	Sharing of Scientific Equipment	6/25/1993	Overdue for Update	Original target 9/02.
PPM	350-96	Funding for Major Repairs of Scientific Research Equipment	6/25/1993	Overdue for Update	Original target 9/02. Sent to Annette Davis for update, 12/10/08.

**Responsible Department:** Tech Transfer Center

Administrative Unit: Research

Manual	Policy #	Title	Last Update	Status	Notes
PPM	250-01	Copyright	6/14/2005	Due for Update	
PPM	250-02	Copyright Registration	6/7/2005	Due for Update	Formerly 210-71
PPM	250-03	Use of Copyright-Protected Materials in General	6/7/2005	Due for Update	Formerly 210-72
PPM	250-04	Distribution of Copyright-Protected Materials Produced under University Auspices	6/6/2005	Due for Update	Formerly 210-73 Technical update of exhibit, 3/28/07.
PPM	250-05	Digital Millenium Copyright Act	6/6/2005	Due for Update	Formerly 210-74

PPM	250-10	Publication Rights	2/18/1992	Overdue for Update	Formerly SRM 310
PPM	250-15	Patents	9/24/1990	Overdue for Update	Formerly SRM 315. Copy sent to Dwyer 10/05.

**Responsible Department:** Facilities Management

Administrative Unit: Resource Management and Planning

Manual	Policy #	Title	Last Update	Status	Notes
PPM	290-45	Pest Management	6/24/2002	Overdue for Update	Sent to Dahling for review on 7/23/07. Sent again to Dahling on 8/23/07. Sent to Kathie Weatherford for update, 9/17/08.
PPM	360-30	Operation and Maintenance of Facilities	1/28/2003	Out for Approval	4/10/09, sent again in June, sent again in August
PPM	360-50	Key/Access Card Control	8/19/2002	Overdue for Update	Sent to Dahling for review, 7/18/07. Submitted for review-waiting for update on status of rate change approval. Sent to Kathie Weatherford for update, 9/17/08. Previous target 9/30/2007.

**Responsible Department:** Resource Management and Planning

Administrative Unit: Resource Management and Planning

Manual	Policy #	Title	Last Update	Status	Notes
PPM	330-06	Short-term Investment Pool Income--Distribution and Uses	8/19/2005	Due for Update	Technical update 2/1/07
PPM	330-16	Operating Budget Process	3/15/2000	Overdue for Update	No action. 330-25X1 should be updated and referenced. Sent to Kathie Weatherford for update, 9/17/08.
PPM	330-20	Real Estate Services Contracts		In Development	New policy in progress. No action since 2005. Status update requested.
PPM	330-25X1	Annual Staffing--Allocation of Faculty Positions	2/20/1987	Overdue for Update	Directive 97-101 needs to be incorporated. No action. Sent to Kathie Weatherford for update, 9/17/08.
PPM	340-21	Service Agreements Between Campus Units	4/22/1999	Overdue for Update	No action. Sent to Kathie Weatherford for update, 9/17/08.
PPM	340-25	Recharge Activities	7/25/2005	Due for Update	rev. 9/14/2005

**Responsible Department:** Student Affairs

Administrative Unit: Student Affairs

Manual	Policy #	Title	Last Update	Status	Notes
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PPM	200-05	Academic and Administrative Calendar		Due for Update	Original target 3/06, 8/07.
PPM	270-07	Registered Student Organizations	12/18/2002	Overdue for Update	Sent to Jeanne Wilson for review, 7/15/08. Original target 8/30/07.
PPM	280-05	Procedures for Student Complaints of Prohibited Discrimination or Arbitrary Treatment	9/25/1998	Overdue for Update	Draft with Wilson/Theodossy. Original target 10/30/07. Holding for 380-12 approval.

**Responsible Department:** UCDHS Contracts Office

Administrative Unit: UCDHS

Manual	Policy #	Title	Last Update	Status	Notes
PPM	210-05	Affiliation Agreements	7/10/1998	Overdue for Update	Contacted Wong on 11/20/07 regarding status--no response. Sent to Melissa Sullivan for follow-up regarding shared ownership between UCDHS and OOA, 10/13/08.

**Responsible Department:** SISS

Administrative Unit: University Outreach and International Progr

Manual	Policy #	Title	Last Update	Status	Notes
PPM	380-14	Employment of Aliens (Noncitizens)	9/27/2005	Due for Update	
PPM	380-64	Conditions of Visas for Alien (Noncitizen) Students, Scholars, and Visitors	9/27/2005	Due for Update	

**Responsible Department:** Alumni Relations

Administrative Unit: University Relations

Manual	Policy #	Title	Last Update	Status	Notes
PPM	270-50	Alumni Relations Programs	7/14/2005	Due for Update	

**Responsible Department:** Univ Communications

Administrative Unit: University Relations

Manual	Policy #	Title	Last Update	Status	Notes
PPM	310-18	Mass Electronic Messaging	5/20/2004	Overdue for Update	Information from referenced directive must be incorporated. Sent to Lisa Kay Chance for review, 4/17/08. Ownership transferred to University Communications 7/14/08--file sent to L. Lapin/J. Conroy. Sent file to Jan Conroy for review, 9/3/08.
PPM	310-40	University Communications: Publications, Graphic Standards and Media Relations	11/2/2006	Update in Progress	Review comments with Conroy 1/30/09.

PPM	310-45	Guidelines for Multimedia Productions of University Programs and Activities	6/28/1996	Overdue for Update	Incorporated with 310-40--will be deleted.
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**Responsible Department:** University Relations

Administrative Unit: University Relations

Manual	Policy #	Title	Last Update	Status	Notes
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PPM	260-50	Gift Fee Assessment and Distribution	7/25/2005	Due for Update	
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