

Policy Update List

Administrative Unit		Academic Personnel	Responsible Department:	Academic Personnel		
Manual	Policy #	Title	Last Update	Status	Review Due Date	
APM	UCD-015	Procedures for Faculty Misconduct Allegations	8/3/2004	Overdue for Update	8/3/2008	
APM	UCD-016	Procedures for Faculty Discipline	8/3/2004	Overdue for Update	8/3/2008	
APM	UCD-140	Non-Senate Academic Appointees/Grievances	11/25/2003	Overdue for Update	11/25/2007	
APM	UCD-145	Non-Senate Layoff Policy	6/12/1995	Overdue for Update	6/12/1999	
APM	UCD-191	Endowed Chairs	6/3/2005	Overdue for Update	6/3/2009	
APM	UCD-220	Academic Senate Review and Advancement	7/9/2004	Overdue for Update	7/9/2008	
APM	UCD-220A	Academic Federation Review and Advancement	7/9/2004	Overdue for Update	7/9/2008	
APM	UCD-220B	Academic Review Process--Appointments	10/1/1999	Overdue for Update	10/1/2003	
APM	UCD-220I	School of Medicine: Use of Fractional FTEs for Full-Time Appointments	6/25/1997	Overdue for Update	6/25/2001	
APM	UCD-230	Appointments to Visiting (Postgraduate Research _____)--Postdoctoral Scholar Positions	2/4/2003	Overdue for Update	2/4/2007	
APM	UCD-240	Appointment and Review of Deans	6/12/1995	Overdue for Update	6/12/1999	
APM	UCD-242	Appointment and Review of Directors of Organized Research Units (Formerly UCD-II-C)	6/7/1991	Overdue for Update	6/7/1995	
APM	UCD-245A	Appointment and Review of Department Chairpersons	6/12/1995	Overdue for Update	6/12/1999	
APM	UCD-275	Professor of Clinical (____) Appointments in the School of Medicine	10/28/2002	Overdue for Update	10/28/2006	
APM	UCD-290	Regents' Professors and Regents' Lecturers	6/12/1995	Overdue for Update	6/12/1999	
APM	UCD-320	Appointment and Promotion of Agronomists in the AES Series	11/6/1998	Overdue for Update	11/6/2002	
APM	UCD-330	Appointment, Merit, and Promotion of Specialists	5/20/2004	Overdue for Update	5/20/2008	
APM	UCD-334	Appointment and Promotion of Specialist in Cooperative Extension	5/7/1999	Overdue for Update	5/7/2003	
APM	UCD-370	Appointment and Promotion of Academic Administrators	10/14/1998	Overdue for Update	10/14/2002	

APM	UCD-375	Appointment and Promotion of Academic Coordinators		Update in Progress	
APM	UCD-500	Academic Recruitment Guidelines	3/18/2003	Overdue for Update	3/18/2007
APM	UCD-530	Recruitment and Appointment of Aliens (Noncitizens)	6/25/1997	Overdue for Update	6/25/2001
APM	UCD-620	Policies and Procedures for the Administration of Off-Scale Salaries	5/2/2002	Overdue for Update	5/2/2006
APM	UCD-660	Additional Summer Compensation	6/25/1997	Overdue for Update	6/25/2001
APM	UCD-730	Vacation -- Fiscal-Year Appointees	6/25/1997	Overdue for Update	6/25/2001
APM	UCD-II-C	Appointment and Review of Directors of Organized Research Units	6/7/1991	Overdue for Update	6/7/1995
APM	UCD-III-A	Moving and Removal Expenses	6/22/1999	Overdue for Update	6/22/2003

Administrative Unit	Admin & Resource Mgt	Responsible Department:	A&FS-CAMS		
Manual	Policy #	Title	Last Update	Status	Review Due Date

PPM	350-51	Identification of Equipment	11/2/2005	Due for Update	11/2/2009
PPM	350-55	Care and Control of Equipment	11/2/2005	Due for Update	11/2/2009
PPM	350-65	Loans, Gifts, and Transfers of Equipment	8/25/2005	Overdue for Update	8/25/2009
PPM	350-75	Fabrication and Modification of Equipment	11/24/2003	Overdue for Update	11/24/2007

Administrative Unit	Admin & Resource Mgt	Responsible Department:	A&FS-Materiel Management		
Manual	Policy #	Title	Last Update	Status	Review Due Date

PPM	210-05	Affiliation Agreements	7/10/1998	Overdue for Update	7/10/2002
PPM	350-16	The Storehouses	5/11/2006	Due for Update	5/11/2010
PPM	350-18	Government Excess and Surplus Property	5/11/2006	Due for Update	5/11/2010
PPM	350-21	Departmental Purchase Delegations	3/6/2006	Out for Approval	3/6/2010
PPM	350-25	Procurement Through the Purchasing Department	3/6/2006	Due for Update	3/6/2010
PPM	350-27	Furniture Program Policy	7/13/2006	Due for Update	7/13/2010

PPM	350-35	Receipt and Delivery of Goods	9/2/2005	Overdue for Update	9/2/2009
PPM	350-40	Inspection of Shipments and Damage Claims	8/3/2005	Overdue for Update	8/3/2009
PPM	350-45	Shipment of Goods	9/12/2005	Due for Update	9/12/2009
PPM	350-60	Management of Supply Inventories	7/27/2005	Overdue for Update	7/27/2009
PPM	350-80	Disposition of Excess and Surplus Property	1/10/2005	Out for Approval	1/10/2009
PPM	350-90	Employee-Vendor Transactions	11/30/2005	Due for Update	11/30/2009

Administrative Unit	Admin & Resource Mgt	Responsible Department:	A&FS-Purchasing		
Manual	Policy #	Title	Last Update	Status	Review Due Date

PPM	350-30	Lease, Rental, and Lease-Purchase of Equipment	2/14/2006	Due for Update	2/14/2010
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Administrative Unit	Admin & Resource Mgt	Responsible Department:	Accounting & Financial Services		
Manual	Policy #	Title	Last Update	Status	Review Due Date

PPM	260-45	Gifts Presented to Nonemployees	6/23/2003	Overdue for Update	6/23/2007
PPM	330-09	Agency Account Services	8/1/2006	Due for Update	8/1/2010
PPM	330-10	Approval Authorization	7/16/2003	Overdue for Update	7/16/2007
PPM	330-35	Credit and Debit Card Merchants	8/11/2005	Overdue for Update	8/11/2009
PPM	330-40	Disbursement Procedures	5/31/2002	Overdue for Update	5/31/2006
PPM	330-43	Official University Bank Accounts	7/11/2000	Overdue for Update	7/11/2004
PPM	330-45	Petty Cash Funds	8/16/2000	Overdue for Update	8/16/2004
PPM	330-46	Cashiering Change Funds	9/21/2000	Overdue for Update	9/21/2004
PPM	330-55	Departmental Cashiering Operations--Policy Overview	8/3/2005	Out for Approval	8/3/2009
PPM	330-56	Departmental Cashiering Operations--Definitions	8/3/2005	Overdue for Update	8/3/2009
PPM	330-57	Departmental Cashiering Operations--Cash Collections	8/3/2005	Overdue for Update	8/3/2009

PPM	330-59	Departmental Cashiering Operations--Physical Security	8/3/2005	Out for Approval	8/3/2009
PPM	330-60	Accounting and Financial Services and Internal Audit Services Responsibilities--Cash and Cash	8/3/2005	Overdue for Update	8/3/2009
PPM	330-62	Basic Costing Policy	11/2/2005	Due for Update	11/2/2009
PPM	330-81	Department Administrative Retreats	10/25/2000	Overdue for Update	10/25/2004
PPM	330-89	Billing for Accounts Receivable	4/24/2002	Overdue for Update	4/24/2006
PPM	340-06	State Sales and Use Tax Collections	5/12/2003	Overdue for Update	5/12/2007
PPM	340-09	Sales and Reimbursement of University Supplies and Services	3/21/2005	Overdue for Update	3/21/2009
PPM	340-30	Disposal of Agricultural By-Products	4/7/2005	Overdue for Update	4/7/2009
PPM	380-06	Employment Eligibility Verification	1/20/2006	Due for Update	1/20/2010
PPM	380-40	Death of an Employee	4/23/2004	Overdue for Update	4/23/2008
PPM	380-60	Loyalty Oath	4/4/2003	Overdue for Update	4/4/2007
PPM	380-65	Income Tax Withholding and Reports of Earnings for Citizens and Resident Aliens	3/14/2005	Overdue for Update	3/14/2009
PPM	380-66	Income Tax Withholding and Reports of Earnings for Nonresident Aliens	3/14/2005	Overdue for Update	3/14/2009
PPM	380-75	Intercampus Employment Transfers, Appointments, and One-Time Payments	6/14/2005	Overdue for Update	6/14/2009
PPM	380-76	Honoraria and Other Additional Compensation	3/6/2006	Due for Update	3/6/2010
PPM	380-77	Seasonal Farm Labor	7/3/2003	Overdue for Update	7/3/2007

Administrative Unit	Admin & Resource Mgt	Responsible Department:	Business Contracts		
Manual	Policy #	Title	Last Update	Status	Review Due Date

PPM	330-05	Business Contracts	8/30/2005	Overdue for Update	8/30/2009
PPM	380-70	Independent Consultants	9/30/2005	Due for Update	9/30/2009

Administrative Unit	Admin & Resource Mgt	Responsible Department:	Campus Events & Visitor Services		
Manual	Policy #	Title	Last Update	Status	Review Due Date

PPM	270-08	Campus Interest Groups	4/28/2005	Overdue for Update	4/28/2009
PPM	270-16	Fund Raising on University Property	5/4/2004	Overdue for Update	5/4/2008
PPM	270-20	Use of University Properties	11/3/2003	Overdue for Update	11/3/2007

Administrative Unit	Admin & Resource Mgt	Responsible Department:	Environmental Health & Safety		
Manual	Policy #	Title	Last Update	Status	Review Due Date

PPM	290-40	Public Health and Sanitation	3/27/2002	Overdue for Update	3/27/2006
PPM	290-50	Protective Clothing and Equipment	6/14/2005	Overdue for Update	6/14/2009
PPM	290-70	Controlled Substances	5/11/2006	Due for Update	5/11/2010
PPM	290-75	Radiological Safety--Health Physics	1/9/2006	Due for Update	1/9/2010

Administrative Unit	Admin & Resource Mgt	Responsible Department:	Facilities Management		
Manual	Policy #	Title	Last Update	Status	Review Due Date

PPM	290-45	Pest Management	6/24/2002	Overdue for Update	6/24/2006
PPM	310-27	Posting of Information	7/13/2006	Due for Update	7/13/2010
PPM	350-29	Nonstandard Furnishings	7/13/2006	Due for Update	7/13/2010
PPM	360-30	Operation and Maintenance of Facilities	1/28/2003	Out for Approval	1/28/2007
PPM	360-50	Key/Access Card Control	8/19/2002	Overdue for Update	8/19/2006

Administrative Unit	Admin & Resource Mgt	Responsible Department:	Fleet Services		
Manual	Policy #	Title	Last Update	Status	Review Due Date

PPM	300-30	University Owned Vehicles	5/5/2005	Overdue for Update	5/5/2009
PPM	350-32	Miscellaneous Vehicles	3/14/2001	Overdue for Update	3/14/2005
PPM	380-20	Employee Driving Records	3/27/2003	Overdue for Update	3/27/2007

Administrative Unit	Admin & Resource Mgt	Responsible Department:	Human Resources		
Manual	Policy #	Title	Last Update	Status	Review Due Date

PPM	380-10	Affirmative Action in Employment	3/11/2005	Overdue for Update	3/11/2009
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PPM	380-18	Substance Abuse	6/24/2002	Overdue for Update	6/24/2006
PPM	380-30	Rehire of Retirees	2/5/2006	Due for Update	2/5/2010
PPSM	03-UCD	Types of Appointments -- Policy Notes	7/23/2004	Overdue for Update	7/23/2008
PPSM	12-UCD	Nondiscrimination in Employment -- Policy Notes	10/1/2004	Overdue for Update	10/1/2008
PPSM	14-UCD	Affirmative Action -- Policy Notes	10/1/2004	Overdue for Update	10/1/2008
PPSM	23-UCD	Performance Appraisal -- Policy Notes	8/21/2006	Due for Update	8/21/2010
PPSM	30-UCD	Salary -- Policy Notes	12/21/1999	Overdue for Update	12/21/2003
PPSM	36-UCD	Classification -- Policy Notes	1/23/2001	Overdue for Update	1/23/2005
PPSM	40-UCD	Holidays -- Policy Notes	8/21/2006	Due for Update	8/21/2010
PPSM	41-UCD	Vacation -- Policy Notes	9/27/2004	Overdue for Update	9/27/2008
PPSM	42-UCD	Sick Leave -- Policy Notes	12/1/2001	Overdue for Update	12/1/2005
PPSM	43-UCD	Leave of Absence -- Policy Notes	2/19/2002	Overdue for Update	2/19/2006
PPSM	44-UCD	Work-Incurred Illness and Injury -- Policy Notes	5/11/2006	Due for Update	5/11/2010
PPSM	45-UCD	Military Leave -- Policy Notes	9/27/2004	Overdue for Update	9/27/2008
PPSM	46-UCD	Administrative Leave -- Policy Notes	1/12/2004	Overdue for Update	1/12/2008
PPSM	60-UCD	Layoff and Reduction in Time from Professional and Support Staff Career Positions -- Policy	4/7/2005	Overdue for Update	4/7/2009
PPSM	62-UCD	Corrective Action -- Policy Notes	5/5/2003	Overdue for Update	5/5/2007
PPSM	64-UCD	Termination (PSS) -- Policy Notes	9/1/2003	Overdue for Update	9/1/2007
PPSM	65-UCD	Termination (MSP) -- Policy Notes	8/26/2003	Overdue for Update	8/26/2007
PPSM	80-UCD	Staff Personnel Records -- Policy Notes	10/23/2003	Overdue for Update	10/23/2007

Administrative Unit		Admin & Resource Mgt	Responsible Department:		Mail Division	
Manual	Policy #	Title	Last Update	Status	Review Due Date	
PPM	310-15	Mail Services	2/14/2006	Due for Update	2/14/2010	

Administrative Unit		Admin & Resource Mgt	Responsible Department:		Police Department	
Manual	Policy #	Title	Last Update	Status	Review Due Date	
PPM	390-35	Terrorist Acts Targeting Research	7/27/2000	Overdue for Update	7/27/2004	
PPM	390-50	Clery Act		In Development		

Administrative Unit		Admin & Resource Mgt	Responsible Department:		Repro Graphics	
Manual	Policy #	Title	Last Update	Status	Review Due Date	
PPM	210-80	Sales of Syllabi and Other Instructional Materials	3/23/2005	Overdue for Update	3/23/2009	
PPM	310-20	Printing and Duplicating	10/17/2005	Due for Update	10/17/2009	

Administrative Unit		Admin & Resource Mgt	Responsible Department:		Resource Management and Planning	
Manual	Policy #	Title	Last Update	Status	Review Due Date	
PPM	330-06	Short-term Investment Pool Income--Distribution and Uses	8/19/2005	Overdue for Update	8/19/2009	
PPM	330-16	Operating Budget Process	3/15/2000	Overdue for Update	3/15/2004	
PPM	330-20	Real Estate Services Contracts		In Development		
PPM	330-26	Funding of Staff Salary Actions	3/17/2006	Due for Update	3/17/2010	
PPM	340-21	Service Agreements Between Campus Units	4/22/1999	Overdue for Update	4/22/2003	
PPM	360-22	Land Assignments	2/1/2006	Due for Update	2/1/2010	

Administrative Unit		Admin & Resource Mgt	Responsible Department:		Risk Management	
Manual	Policy #	Title	Last Update	Status	Review Due Date	
PPM	350-85	Loss of or Damage to University Property	9/25/1997	Overdue for Update	9/25/2001	
PPM	370-05	Student Off-Campus Events, Programs, and Travel	10/21/2002	Overdue for Update	10/21/2006	
PPM	370-10	Student Off-Campus Trip Insurance	2/10/1997	Overdue for Update	2/10/2001	

PPM	370-20	Workers' Compensation	5/11/2006	Due for Update	5/11/2010
PPM	370-25	Vehicle Insurance	6/27/1997	Overdue for Update	6/27/2001
PPM	370-30	Property Insurance	3/20/1998	Overdue for Update	3/20/2002
PPM	370-35	Fine Arts Insurance	6/27/1997	Overdue for Update	6/27/2001

Administrative Unit	Admin & Resource Mgt	Responsible Department:		TAPS	
Manual	Policy #	Title	Last Update	Status	Review Due Date

PPM	360-06	Bike Enforcement		In Development	
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Administrative Unit	Graduate Studies	Responsible Department:		Graduate Studies	
Manual	Policy #	Title	Last Update	Status	Review Due Date

APM	UCD-245B	Appointment and Review of Graduate Group Chairs	1/16/2003	Overdue for Update	1/16/2007
APM	UCD-II-B	Appointment of Graduate Students and Postgraduate Researchers to Academic	5/20/2003	Overdue for Update	5/20/2007
PPM	210-65	Postdoctoral Study	7/9/2002	Overdue for Update	7/9/2006

Administrative Unit	Information and Education	Responsible Department:		Information and Educational Technol	
Manual	Policy #	Title	Last Update	Status	Review Due Date

PPM	310-10	Telecommunications Services	1/15/2002	Overdue for Update	1/15/2006
PPM	310-17	Wireless Communications	10/3/2002	Overdue for Update	10/3/2006
PPM	310-19	Email for Official Communications with Students	6/9/2004	Overdue for Update	6/9/2008
PPM	310-21	Computer Vulnerability Scanning Policy	9/17/2004	Overdue for Update	9/17/2008
PPM	310-23	Electronic Communications--Allowable Use	5/9/2006	Due for Update	5/9/2010
PPM	310-24	Electronic Communications--Privacy and Access	5/9/2006	Due for Update	5/9/2010

Administrative Unit	OCP	Responsible Department:		Campus Counsel	
Manual	Policy #	Title	Last Update	Status	Review Due Date

PPM	320-10	Records Management Program	3/8/2006	Due for Update	3/8/2010
PPM	320-22	Collection and Confidentiality of Social Security Numbers	2/9/2006	Due for Update	2/9/2010

Administrative Unit OCP			Responsible Department: OCP		
Manual	Policy #	Title	Last Update	Status	Review Due Date
PPM	200-15	Administrative Decision-Making Process	6/7/2005	Overdue for Update	6/7/2009
PPM	200-30	Administrative Unit Reviews	8/27/1999	Overdue for Update	8/27/2003
PPM	380-16	Conflict of Interest	2/1/2006	Due for Update	2/1/2010

Administrative Unit Research			Responsible Department: OHRP Compliance		
Manual	Policy #	Title	Last Update	Status	Review Due Date
PPM	320-35	Privacy of Health Information	10/14/2003	Overdue for Update	10/14/2007
PPM	320-36	Access to Protected Health Information for Research	10/2/2003	Overdue for Update	10/2/2007

Administrative Unit Research			Responsible Department: Research		
Manual	Policy #	Title	Last Update	Status	Review Due Date
PPM	220-01	Organized Research	6/24/1994	Overdue for Update	6/24/1998
PPM	230-01	Private Support of Research	3/4/2003	Overdue for Update	3/4/2007
PPM	240-50	Principles and Policies	3/27/1987	Overdue for Update	3/27/1991
PPM	240-51	Institutional Review Board (Human Subjects Review Committee)	5/24/2002	Overdue for Update	5/24/2006
PPM	240-52	Experimental Subjects Bill of Rights	9/8/1995	Overdue for Update	9/8/1999
PPM	240-53	Clinical Research Regulatory Agency Reviews	5/2/2002	Overdue for Update	5/2/2006
PPM	240-54	Activities that Require Departmental Review but are Exempt from Review by Human Subjects	9/8/1995	Overdue for Update	9/8/1999
PPM	240-55	Activities That Do Not Require Review	9/8/1995	Overdue for Update	9/8/1999
PPM	240-56	Minimal Risk Activities	9/8/1995	Overdue for Update	9/8/1999
PPM	240-57	Responsibilities of Researchers and Others After Protocol Approval	9/8/1995	Overdue for Update	9/8/1999
PPM	240-58	Clinical Research Protocol Post-Approval Monitoring	12/20/2002	Overdue for Update	12/20/2006
PPM	240-59	Clinical Research Education and Competency	4/21/2004	Overdue for Update	4/21/2008

PPM	240-60	Medical Emergency--No Approved Protocol	9/8/1995	Overdue for Update	9/8/1999
PPM	240-61	Distribution of Investigational Drugs	7/16/2004	Overdue for Update	7/16/2008
PPM	240-62	Emergency Treatment Use of Investigational Drugs	5/6/2001	Overdue for Update	5/6/2005
PPM	290-82	Boating Safety		In Development	
PPM	350-95	Sharing of Scientific Equipment	6/25/1993	Overdue for Update	6/25/1997
PPM	350-96	Funding for Major Repairs of Scientific Research Equipment	6/25/1993	Overdue for Update	6/25/1997

Administrative Unit		Research	Responsible Department:		Tech Transfer Center
Manual	Policy #	Title	Last Update	Status	Review Due Date

PPM	250-01	Copyright	6/14/2005	Overdue for Update	6/14/2009
PPM	250-02	Copyright Registration	6/7/2005	Overdue for Update	6/7/2009
PPM	250-03	Use of Copyright-Protected Materials in General	6/7/2005	Overdue for Update	6/7/2009
PPM	250-04	Distribution of Copyright-Protected Materials Produced under University Auspices	6/6/2005	Overdue for Update	6/6/2009
PPM	250-05	Digital Millenium Copyright Act	6/6/2005	Overdue for Update	6/6/2009
PPM	250-10	Publication Rights	2/18/1992	Overdue for Update	2/18/1996
PPM	250-15	Patents	9/24/1990	Overdue for Update	9/24/1994

Administrative Unit		Student Affairs	Responsible Department:		Student Affairs
Manual	Policy #	Title	Last Update	Status	Review Due Date

PPM	200-05	Academic and Administrative Calendar		Due for Update	
PPM	270-07	Registered Student Organizations	12/18/2002	Overdue for Update	12/18/2006
PPM	310-25	Distribution of Information and Literature	6/12/2006	Due for Update	6/12/2010
PPM	310-26	Distribution of Periodical Publications	9/7/2006	Due for Update	9/7/2010

Administrative Unit		Undergraduate Studies	Responsible Department:		Undergrad Studies
Manual	Policy #	Title	Last Update	Status	Review Due Date

PPM	200-20	Establishment and Revision of Academic Units	7/13/2006	Due for Update	7/13/2010
PPM	200-25	Establishment and Revision of Academic Programs	7/13/2006	Due for Update	7/13/2010

Administrative Unit University Relations **Responsible Department:** Univ Communications

Manual	Policy #	Title	Last Update	Status	Review Due Date
PPM	310-18	Mass Electronic Messaging	5/20/2004	Overdue for Update	5/20/2008
PPM	310-70	World Wide Web	8/30/2006	Due for Update	8/30/2010
PPM	360-16	Display of Flags	10/31/2005	Due for Update	10/31/2009

Administrative Unit University Relations **Responsible Department:** University Relations

Manual	Policy #	Title	Last Update	Status	Review Due Date
PPM	260-50	Gift Fee Assessment and Distribution	7/25/2005	Overdue for Update	7/25/2009
PPM	270-60	UCD Support Groups	9/7/2006	Due for Update	9/7/2010