

June 1, 2009

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, Resource Management and Planning
VICE CHANCELLOR NOSEK, Office of Administration
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: 2009 Policy Update Annual Call

This memorandum is to inform you of the current status of the 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). Many sections are outdated due to policy and procedural changes, and several new sections require completion for implementation. In addition, **review and update is required for any section that was issued 4 or more years ago.**

The Administrative Policy Manuals are intended to be current, practical administrative guides, written so that new or novice employees can read, understand, and implement the campus's standard operating procedures. Regularly updating your policies to reflect changes in systems, organization, and process will help to increase efficiency throughout campus, decrease departmental workload both for your departments and the campus as a whole, and will decrease frustrations employees experience when attempting to complete administrative tasks for their departments. As our budgets become tighter, clearly written, well maintained policies and procedures will help departments meet their workload demands more easily and efficiently. I ask for your continued attention to supporting policy update and maintenance as a priority in your units, and in encouraging the development of realistic plans for future maintenance.

Some outdated policies also put the campus at greater risk for lawsuits and reputational damage.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 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.

Your unit policy coordinator is responsible for reviewing the attached annual call list and providing updated information. Reports on the status of each policy section are due to

my unit by Friday, June 26. Please ask your unit policy coordinator to send this memorandum, the policy list, and policy writer's checklist (attached) to each of your unit heads to compile a report regarding the action to be taken on each of the listed policy sections (described under "Annual call options" on the checklist). Detailed instructions for compiling and submitting reports are included in the attached update list file.

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
Unit Policy Coordinators