UC Davis Administrative Policy Development Process

The policy review process is initiated every four years (standard review cycle) or sooner if the Responsible Department determines a policy update is needed.

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┌─────────────────────┐              ┌─────────────────────┐
│  Policy Developer   │ ◄ ─ ─ ─ ─ ► │  Policy Developer   │
│  writes or updates  │              │ conducts appropriate│
│       draft         │              │   research and      │
│                     │              │   consultation      │
└─────────────────────┘              └─────────────────────┘
           │
           ▼
┌─────────────────────┐
│ Policy Developer/   │
│ Unit Policy         │
│ Coordinator submit  │
│ draft to Policy     │
│ Unit                │
└─────────────────────┘
           │
           ▼
┌─────────────────────┐              ┌─────────────────────┐
│ Policy Unit reviews │ ◄ ─ ─ ─ ─ ► │ Policy Unit consults│
│ for compliance,     │              │ with Policy         │
│ clarity, structure  │              │ Developer on        │
│                     │              │ required significant│
│                     │              │ changes             │
└─────────────────────┘              └─────────────────────┘
           │
           ▼
┌─────────────────────┐
│ Policy Unit         │
│ distributes for     │
│ Formal Review       │
└─────────────────────┘
           │
           ▼
┌─────────────────────┐              ┌─────────────────────┐
│ Reviewers return    │ ◄ ─ ─ ─ ─ ► │ Policy Unit consults│
│ comments to Policy  │              │ with Policy         │
│ Unit                │              │ Developer to        │
│                     │              │ resolve issues      │
└─────────────────────┘              └─────────────────────┘
           │
           ▼
┌─────────────────────┐
│ Policy Unit sends   │
│ revised draft for   │
│ Final Approval      │
└─────────────────────┘
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| Policy Developer approves | → | Department head approves | → | Vice Chancellor/Vice Provost/Dean approves |

| Policy Unit posts approved policy on Website |