



# Campus Policy/Procedure Process

Sheryl Ireland and Viola Kinsman  
Controls and Accountability



# Campus Policy/Procedure Process

---

## ■ Formal Process

- Policies are issued by UCOP
- Campus Policy and Procedure Coordination is in Controls & Accountability at UC Merced
- Formalized a process for review, update and approval of administrative policies and procedures at UC Merced
- Vice Chancellor Council approved campus process





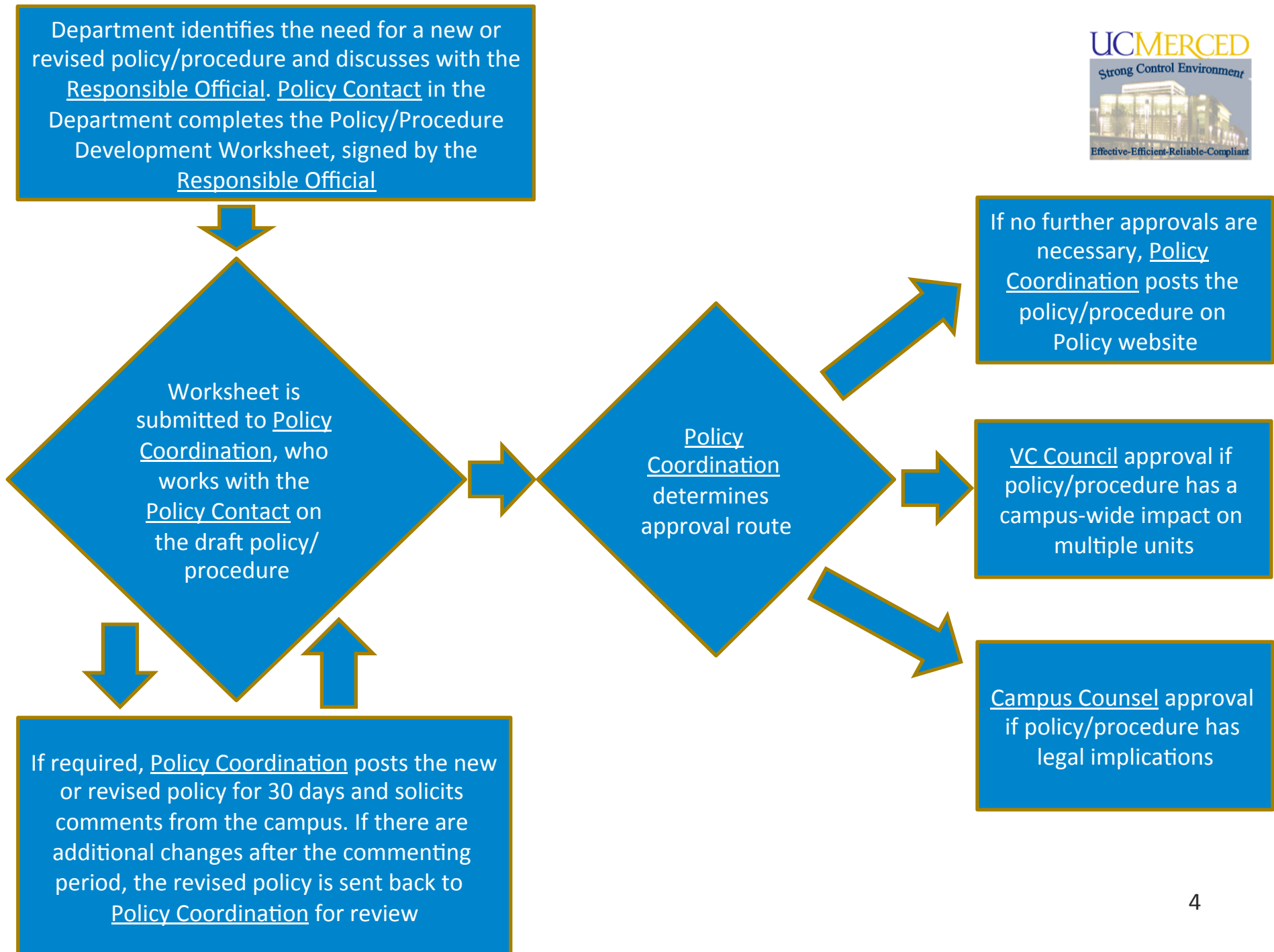
# Campus Policy/Procedure Process

---

---

## ■ Benefits:

- Ensures Vice Chancellors are aware of emerging policies and procedures in their respective areas
- Identifies responsible parties, stakeholders and approvals needed
- Allows for tracking through the process so things won't fall through the cracks
- Enables risk based and timely review and update
- Helps close the loop on implementation and communication





# Campus Policy/Procedure Process

---

---

Key Responsibilities Include:

- **Policy Contact:** The Policy Contact is the author of the policy and the main point of contact for Policy Coordination
- **Responsible Office:** The Responsible Office is the office responsible for the policy/procedure
- **Responsible Official:** The Responsible Official is the head of the Responsible Office at the Vice Chancellor level and above
- **Vice Chancellor's Council:** The Vice Chancellor's Council reviews and approves new and revised policies/procedures with campuswide impact
- **Administrative Policy Coordination:** Policy Coordination works with the Policy Contact on the development, approval, and dissemination of the policy/procedure



# Campus Policy/Procedure Process

---

---

## Steps for New and Revised Policy/Procedure Approvals

- Step 1: Department identifies the need for a new or revised policy/procedure
  - The department:
    - Identifies a Policy Contact who will author the policy and be the main point of contact for Policy Coordination
    - Coordinates with the Responsible Official who will sponsor the policy/procedure
    - Coordinates with all stakeholders involved in or impacted by the policy/procedure



# Campus Policy/Procedure Process

---

---

## Steps for New and Revised Policy/Procedure Approvals

- Step 2: Policy Contact works with Policy Coordination early in the development of the policy/procedure
  - The Policy Contact completes the **Administrative Policy and Procedure Development Worksheet** to provide general information about the policy/procedure
  - The Policy Contact obtains signatures on the Worksheet from all Responsible Officials sponsoring the policy/procedure



# Campus Policy/Procedure Process

---

---

## Steps for New and Revised Policy/Procedure Approvals

- Step 3: Policy Contact drafts the new or revised policy/procedure
  - Using the **UCM Policy/Procedure Template** as a guide, the Policy Contact writes the revised or new policy/procedure
  - The draft policy/procedure is vetted with all stakeholders and comments are incorporated into the draft document
  - The draft policy/procedure is forwarded to Policy Coordination once it is ready for approval

# Campus Policy/Procedure Process

---

---

## Steps for New and Revised Policy/Procedure Approvals

- Step 4: Policy Coordination determines the appropriate approval route
  - If there are legal implications or notice requirements, Policy Coordination routes the policy/procedure to Campus Counsel for review
  - If approval is necessary, the Responsible Official(s) sponsoring the policy/procedure takes it to the Vice Chancellor Council for review and approval
  - After approval, the policy/procedure is posted to the Policy website and key stakeholders are notified



# Campus Policy/Procedure Process

---

---

## Policy/Procedure Review and Update

- On a three year cycle, policies and procedures will be reviewed by Policy Coordination and Responsible Offices to ensure all policies/procedures are kept up-to-date and accurate