Executive Board

(Systemwide Senate Review) Presidential Policy – Developing and Maintaining Presidential Policies ("Policy on Policies")

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Susan Cochran
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Chair of the Assembly of the Academic Senate
Faculty Representative to the Regents
University of California
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

March 6, 2023

DOUGLAS HAYNES, VICE PROVOST
ACADEMIC PERSONNEL & PROGRAMS

**Re: Academic Senate Review of Proposed Revisions to Presidential Policy on Developing &
Maintaining Presidential Policies**

Dear Vice Provost Haynes:

As requested, I distributed for systemwide Senate review the proposed revisions to the
Presidential Policy on Developing & Maintaining Presidential Policies ("Policy on Policies").
All ten Academic Senate divisions submitted comments. The comments discussed at the
Academic Council's February 22 meeting are summarized below and attached for your
reference.

We understand that the revisions update the policy's name, scope, and summary; clarify
processes for developing, reviewing, approving, and rescinding presidential policies; add and
update definitions for frequently used terms; and add requirements around the use of gender-
neutral terms and the review of presidential policies every five years.

In general, the Senate supports this policy and the proposed revisions. Comments from Senate
reviewers underscore the importance of having UC policies that ensure compliance with federal
and state regulations, and the need for the University's policy development and review processes
to gather broad input from constituencies including the Academic Senate. Reviewers appreciated
the requirement for a five-year review to keep policies up to date and the emphasis on equity in
the call for gender-neutral language. However, reviewers also noted that it is not practical for all
polices to be gender neutral in their use of terms and this exception should be acknowledged in
the policy.

The review surfaced several other concerns about the need to distinguish between policies and
procedures, and the need for systemwide policy review timelines to ensure adequate review time
and opportunity for Senate reviewers. Several reviewers noted that the policy is written in an
overly bureaucratic style that is not easily understandable to some lay readers. Reviewers made
several editing suggestions to help clarify terms and definitions and suggested that the policy

would benefit from a flowchart summarizing the processes involved in policy review, development, revision, approval, communication, and dissemination. The policy should also clarify the mechanism for approval by the systemwide Policy Advisory Committee (PAC), how dissenting votes in the PAC are handled, and how faculty are represented on the PAC and on the overarching Policy Steering Committee (PSC).

A larger concern raised relates to the expanding array of policies with reporting requirements, some of which create unfunded mandates and affect the conduct of work on campuses without having a clear benefit for the core mission of the University. We recommend that UCOP consider adding a cost-benefit analysis section to all policies summarizing new staffing and other costs needed to implement and monitor the policy, and encourage the University to develop new policies with an eye toward constraining costs where possible. Finally, we encourage UCOP agencies to prepare policies for systemwide review carefully and accurately, with appropriate background and context, and free of typographical errors.

We appreciate the opportunity to comment. Please do not hesitate to contact me if you have additional questions.

Sincerely,

Susan Cochran, Chair
Academic Council

Cc: Academic Council
        Campus Senate Executive Directors
        Executive Director Lin
Encl.

February 14, 2023

SUSAN COCHRAN
Chair, Academic Council

*Subject: Systemwide Review of Proposed Revisions to Presidential Policy on Developing &
Maintaining Presidential Policies*

Dear Chair Cochran:

On February 6, 2023, the Council of the Berkeley Division (DIVCO) discussed the proposed
revisions to the *Presidential Policy on Developing & Maintaining Presidential Policies ("Policy
on Policies")*, and this letter communicates the Council's comments.

Members of DIVCO unanimously supported the elements of the policy that involve the use of
gender-neutral terms, equity and accessibility, and the move to a five-year review period.

After reaching rapid agreement about those elements of the policy, the discussion in DIVCO
moved to the larger questions of how UCOP policies affect the conduct of work on the campuses
and the invisible costs they may impose on faculty and staff. We understand that most policies
are created to ensure compliance with federal and state regulations. However, at times policy
implementation and monitoring results in additional high costs with little to no benefit to the core
mission of the University – teaching and research.

DIVCO recommends adding a section to all policies that summarizes the cost, benefit, and
efficacy of the policy. Some of the issues to consider and explicitly address when assessing the
costs of implementing a new policy include:

- If a policy requires the hiring of new positions without a teaching or research role, that
  should be identified and accounted for. How many staff or staff hours at UCOP and at the
  campuses is needed to monitor the policy, and how much will this cost?

- Presidential policies should strive to avoid policies that impose large but disaggregated
  accounting costs. For instance, Berkeley recently adopted a plan that would tax air travel
  to support sustainability efforts. The tax requires an accounting of each individual airfare,
  requiring a complex flight-by-flight, and unit-by-unit accounting process. It would be

more efficient to estimate the total number of flights taken by campus employees and make a bulk payment to the sustainability program.

- Proposals for new policies should explicitly discuss efficacy. As an example, the recently proposed policy on sustainability reads as a listicle of desirable changes, with no discussion of the relative impact of each item.

DIVCO recognizes the difficulty of adhering to what seem to be constantly expanding requirements for reporting and compliance, and of developing policies that can be implemented in a streamlined way used existing staffing and systems. However, we find it necessary to stress the importance of attention to workload and staff effort, in the current environment of ever-increasing demands and straitened resources.

Sincerely,

Mary Ann Smart
Professor of Music
Chair, Berkeley Division of the Academic Senate

cc: Maximilian Auffhammer, Vice Chair, Berkeley Division of the Academic Senate
    Jocelyn Surla Banaria, Executive Director, Berkeley Division of the Academic Senate

UNIVERSITY OF CALIFORNIA, DAVIS

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February 15, 2023

Susan Cochran
Chair, Academic Council

RE: Proposed Revisions to Presidential Policy on Policies

Dear Susan,

The proposed revisions to the Presidential Policy on Policies were forwarded to all standing committees of the Davis Division of the Academic Senate. Two committees responded: Elections, Rules, and Jurisdiction (CERJ) and the Faculty Executive Committee of the College of Engineering (COE).

Committees support the policy. CERJ provided the following editorial feedback to improve the policy:

- Term "high level" is used throughout the document; it would be helpful to define this term.
- Use of semi-colon versus colon is not consistent throughout the document.
- Page 8 of PDF (Page 5 of policy): Definition of "Stakeholder(s)" should state "anywhere" instead of "across."
- Page 9 of PDF (Page 6 of policy): Link to plain language is broken (may be linking to https://www.plainlanguage.gov/).
- Page 10 of PDF (Page 7 of policy): Policy states must use neutral, non-binary terms; it would be helpful to link to terms and appropriate substitutions (example, what do you use instead of freshmen?); would be helpful to have a list of commonly used terms.
- Page 10 of PDF (Page 7 of policy): Typo on Item C. Should state "applies" instead of "apply."
- Page 18 of PDF (Page 15 of policy): Typo on F.6. "Procedures" is misspelled.

The Davis Division appreciates the opportunity to comment.

Sincerely,

Ahmet Palazoglu
Chair, Davis Division of the Academic Senate
Distinguished Professor of Chemical Engineering

University of California, Davis

Enclosed: Davis Division Committee Responses

c: Monica Lin, Executive Director, Systemwide Academic Senate
        Michael LaBriola, Assistant Director, Systemwide Academic Senate
        Edwin M. Arevalo, Executive Director, Davis Division of the Academic Senate

February 08, 2023

Ahmet Palazoglu
Chair, Davis Division of the Academic Senate

RE: RFC: Proposed Revisions to Presidential Policy on Policies

Dear Ahmet:

The Committee on Elections, Rules and Jurisdiction (CERJ) reviewed the Request for Consultation on the Proposed Revisions to Presidential Policy on Policies. The committee provides the following feedback regarding the policy and proposed revisions:

- Term "high level" is used throughout the document; it would be helpful to define this term.
- Use of semi-colon versus colon is not consistent throughout the document.
- Page 8 of PDF; Page 5 of policy: Definition of Stakeholder(s); should state "anywhere" instead of "across"
- Page 9 of PDF; Page 6 of policy: Link to plain language is broken (may be linking to https://www.plainlanguage.gov/)
- Page 10 of PDF; Page 7 of policy: Policy states must use neutral, non-binary terms; it would be helpful to link to terms and appropriate substitutions (example what do you use instead of freshmen); helpful to have list of these commonly used ones.
- Page 10 of PDF; Page 7 of policy: Typo on Item C. The following information **applies** to Presidential Policies:
- Page 18 of PDF; Page 15 of policy: Typo on F.6 (under Interim Policies) procedures is misspelled.

Thank you.

Sincerely,

Andrea Fascetti
Chair, Committee on Elections, Rules and Jurisdiction

Proposed Revisions to Presidential Policy on Policies

FEC: College of Engineering Committee Response

February 8, 2023

The Faculty Executive Committee of the College of Engineering discussed the proposed revisions to the presidential policy on policies at its regular meeting on January 17th 2023. The Committee is generally supportive of the proposal as presently constructed, with no members raising any objections or concerns. The College of Engineering faculty appreciates the opportunity to comment.

UCI | University of California, Irvine

January 19, 2023

Susan Cochran, Chair
Academic Council

Re: Systemwide Review of Presidential Policy – Developing and Maintaining Presidential Policies ("Policy on Policies")

Dear Chair Cochran,

The Irvine Division discussed proposed revisions to the presidential policy on developing and maintaining presidential policies, or the "policy on policies," at its Cabinet meeting on January 17, 2023. Due to the general nature of the policy, proposed revisions were distributed for Cabinet review only.

Members did not raise any substantive concerns about the proposed revisions but noted that the policy needs a strong copyedit prior to finalization.

The Irvine Division appreciates the opportunity to comment.

Sincerely,

Georg Striedter, Chair
Academic Senate, Irvine Division

Cc: Arvind Rajaraman, Chair Elect-Secretary
       Jisoo Kim, Executive Director
       Gina Anzivino, Associate Director

DMS 9

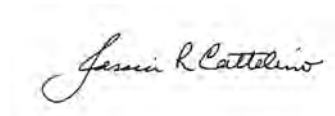January 31, 2023

Susan Cochran
Chair, UC Academic Senate

Re: **(Systemwide Senate Review) Proposed Revisions to the Presidential Policy on Developing and Maintaining Presidential Policies**

Dear Chair Cochran,

The divisional Executive Board, councils, and committees appreciated the opportunity to review the proposed revisions to the Presidential Policy on Developing and Maintaining Presidential Policies. The Executive Board (EB) reviewed the proposal at its meeting on January 26, 2023.

EB members voted to approve a motion to endorse the proposed revisions, noting their appreciation for the inclusion of the academic mission, the acknowledgement of the Academic Senate as a required reviewer, and the important mention of equity. Members expressed lingering concerns about the distinction between policy and procedure, and requested assurance that associated procedures conform to the policies.

Sincerely,

Jessica R Cattelino

Jessica Cattelino
Chair
UCLA Academic Senate

Encl.

Cc: April de Stefano, Executive Director, UCLA Academic Senate
        Andrea Kasko, Vice Chair/Chair Elect, UCLA Academic Senate
        Shane White, Immediate Past Chair, UCLA Academic Senate

January 27, 2023

Jessica Cattelino, Chair
UCLA Academic Senate

Dear Jessica,

The Committee on Rules and Jurisdiction is grateful for the opportunity to comment on the proposed revisions to the Presidential Policy – Developing and Maintaining Presidential Policies ("Policy on Policies"). One area of concern was noticed by committee members.

Section V D (2) currently states that new policies undergoing Substantive Revision complete a 90-day comment period but the Rescission Process only requires the completion of a 30-day comment period. The proposed changes do not provide reasoning as to why there is a different amount of time for these items, when both can take a significant amount of time. Further, a 30-day review period may not be long enough for all stakeholders to respond.

We hope that clarification can be provided on this process before the policy is approved. If you have any questions, please do not hesitate to contact me at eleanork@ucla.edu, or the Committee on Rules and Jurisdiction Analyst Lilia Valdez at lvaldez@senate.ucla.edu.

Sincerely,

Eleanor Kaufman, Chair
Committee on Rules and Jurisdiction

cc: Randy Bucklin, Member, Committee on Rules and Jurisdiction
       Jie Jay Zheng, Member, Committee on Rules and Jurisdiction
       Lilia Valdez, Policy Analyst, Committee on Rules and Jurisdiction

UNIVERSITY OF CALIFORNIA, MERCED

OFFICE OF THE ACADEMIC SENATE   UNIVERSITY OF CALIFORNIA, MERCED
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senatechair@ucmerced.edu   MERCED, CA 95343

February 13, 2023

To: **Susan Cochran, Chair, Academic Council**

From: Patti LiWang, Chair, UCM Divisional Council

Re: **Proposed Revisions to the Presidential Policy on Maintaining and Managing Presidential Policies ("Policy on Policies")**

The Proposed Revisions to the Presidential Policy on Maintaining and Managing Presidential Policies were distributed for comment to the Merced Division Senate Committees and the School Executive Committees. All Committees but the Committee on Rules and Elections (CRE) declined to comment.

On February 6, members of Divisional Council (DivCo) discussed the policy and the comments provided by CRE. DivCo unanimously agrees with CRE's comments and suggestions. They are pasted below and appended for your consideration.

It is apparent that the President designates the Responsible Officer (RO), who is responsible for designating the Policy Owner (PO). The PO's charge includes ensuring that consultation has occurred with Stakeholders. However, while the policy document includes a definition and multiple other mentions of Stakeholders, it does not indicate a process for fully and inclusively identifying who the Stakeholders are. It is likely that more than one person's perspectives will be needed to minimize the inadvertent omission of relevant Stakeholders.

The policy document would benefit greatly from inclusion of a flowchart that summarizes the processes involved in policy review, policy development, policy revision, policy approval, and policy communication and dissemination.

The Merced Division thanks you for the opportunity to comment on these policy revisions.

CC: Divisional Council
          Monica Lin, Executive Director, Systemwide Academic Senate
          Michael LaBriola, Assistant Director, Systemwide Academic Senate
          Senate Office

UNIVERSITY OF CALIFORNIA, MERCED

ACADEMIC SENATE, MERCED DIVISION   UNIVERSITY OF CALIFORNIA, MERCED
COMMITTEE ON RULES AND ELECTIONS (CRE)

January 24, 2023

To: Patti LiWang, Chair, Divisional Council

From: Christopher Viney, Chair, Committee on Rules and Elections (CRE)

Re: [Proposed revisions to the Presidential Policy on Developing and Maintaining Presidential Policies](#) ("Policy on Policies")

CRE has reviewed the proposed revisions to the *Presidential Policy on Developing and Maintaining Presidential Policies* and offers the following comments.

It is apparent that the President designates the Responsible Officer (RO), who is responsible for designating the Policy Owner (PO). The PO's charge includes ensuring that consultation has occurred with Stakeholders. However, while the policy document includes a definition and multiple other mentions of Stakeholders, it does not indicate a process for fully and inclusively identifying who the Stakeholders are. It is likely that more than one person's perspectives will be needed to minimize the inadvertent omission of relevant Stakeholders.

The policy document would benefit greatly from inclusion of a flowchart that summarizes the processes involved in policy review, policy development, policy revision, policy approval, and policy communication and dissemination.

CRE appreciates the opportunity to comment on these proposed policy revisions.

CC: CRE Members
         Senate Office

DMS 13

UNIVERSITY OF CALIFORNIA, RIVERSIDE

CHAIR, ACADEMIC SENATE
RIVERSIDE DIVISION
UNIVERSITY OFFICE BUILDING, RM 225

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February 13, 2023

Susan Cochran, Chair, Academic Council
1111 Franklin Street, 12th Floor
Oakland, CA 94607-5200

Re: Systemwide Review of Presidential Policy on Developing and Maintaining Presidential Policies

Dear Susan,

The Riverside Division's Executive Council discussed the subject proposed revisions and observed that the document reads too much like bureaucracy and is not easy to follow for readers who are not familiar with languages used in the policy world. For example, there are many abbreviations that are hard to keep up with, and sometimes they are not defined the first time they appear in the document. However, it is understandable that compliance and efficiency are valued, and that the first tenet is that "Presidential Policies must be written in plain language."

The Council also noted redundancy and overlap in the scope of the listed committees, but allowed for the possibility that the redundancy is intended for checks and balances across different bodies at UCOP. The Council noted that it was not clear how appointments are made, whether at UCOP or at campus level.

A flowchart would be helpful to understand the whole process, and an organization chart to clarify relationships between committees and roles.

Thank you for the opportunity to comment.

Sincerely,

Sang-Hee Lee
Professor of Anthropology and Chair of the Riverside Division

CC: Monica Lin, Executive Director of the Academic Senate
        Cherysa Cortez, Executive Director of UCR Academic Senate Office

OFFICE OF THE ACADEMIC SENATE

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February 10, 2023

Professor Susan Cochran
Chair, Academic Senate
University of California
VIA EMAIL

Re: Divisional Review of the Presidential Policy on Developing and Maintaining Presidential Policies

Dear Chair Cochran,

The proposed revisions to the Presidential Policy on Developing and Maintaining Presidential Policies
were distributed to San Diego Divisional Senate standing committees and discussed at the February 6,
2023 Divisional Senate Council meeting. Senate Council endorsed the proposal, and noted the importance
of including the Senate in the review process to ensure that faculty viewpoints are considered.

Sincerely,

Nancy Postero
Chair
San Diego Divisional Academic Senate

cc: John Hildebrand, Vice Chair, San Diego Divisional Academic Senate
        Lori Hullings, Executive Director, San Diego Divisional Academic Senate
        Monica Lin, Executive Director, UC Systemwide Academic Senate

UCSF Academic Senate

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Steven W. Cheung, MD, Chair
Steve Hetts, MD, Vice Chair
Pamela Ling, MD, Secretary
Kathy Yang, PharmD, Parliamentarian

February 14, 2022

Susan Cochran
Chair, Academic Council
Systemwide Academic Senate
University of California Office of the President
1111 Franklin St., 12th Floor
Oakland, CA 94607-5200

Re: Systemwide Review of Presidential Policy – Developing and Maintaining Presidential Policies ("Policy on Policies")
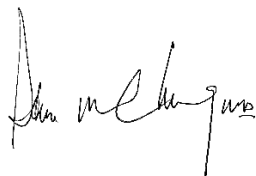
Dear Susan:

The University of California, San Francisco (UCSF) is appreciative of the opportunity to opine on the Systemwide Review of Presidential Policy – Developing and Maintaining Presidential Policies ("Policy on Policies"). This policy provides guidance to ensure adherence to the University's mission. The policy name, summary, definitions, language, and procedures have been updated for the timely dissemination of Presidential Policies. The UCSF Academic Senate's Committee on Rules & Jurisdiction (R&J) commented on this policy.

R&J compliments the team that prepared the revisions and appreciates that they include gender-neutral language. R&J raises a question about the definition of "Required Reviewers", which is defined as follows:

> *The mandatory reviewing bodies for the PO to consult with, such as Academic Senate; Academic Personnel and Programs (APP); Systemwide Human Resources (SHR); and Graduate, Undergraduate and Equity Affairs (GUEA).*

R&J understands that the list is not comprehensive and requests a list or resource that specifies the Required Reviewers for policies to avoid confusion. Indeed, R&J understands that the list is not comprehensive and that the actual list of Required Reviewers may vary by policy. R&J supports flexibility written into the current draft, but strongly encourages an accessible list or resource to make clear who the specific Required Reviewers are for a given policy.

Thank you for the opportunity to opine on the revisions to this important Policy. If you have any questions, please let me know.

Steven W. Cheung, MD, 2021-23 Chair
UCSF Academic Senate

Enclosures (1)
Cc: Spencer Behr, Chair, UCSF Rules & Jurisdiction

Committee on Rules and Jurisdiction
Spencer Behr, MD, Chair

January 13, 2023

Steven Cheung, MD
Division Chair
UCSF Academic Senate

Re: Presidential Policy on Policies Systemwide Review

Dear Chair Cheung:

The Committee on Rules and Jurisdiction (R&J) writes to comment on the Proposed Revisions to the Presidential Policy on Developing and Maintaining Presidential Policies. R&J would like to compliment the team that prepared the revisions for their work. The policy was clearly reviewed in full, and the revisions are extensive. R&J would specifically like to compliment the proposed revisions for being more inclusive and gender neutral.

In addition to these compliments, R&J writes to raise a question about the definition or "Required Reviewers." The revised policy would define "Required Reviewers" as follows:
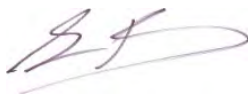
> The mandatory reviewing bodies for the PO to consult with, such as Academic Senate; Academic Personnel and Programs (APP); Systemwide Human Resources (SHR); and Graduate, Undergraduate and Equity Affairs (GUEA).

R&J understands that the listed reviewing bodies are examples of Required Reviewers because the list is preceded by "such as." R&J understands that the list is not comprehensive and that the actual list of Required Reviewers might vary by policy. Is this correct? Will there be an appendix or other resource that would indicate who the specific Required Reviewers are for each policy or guidelines in deciding who the specific Required Reviewers are?

R&J appreciates that the proposed definition provides flexibility about who the Required Reviewers are, and R&J supports this flexibility, but R&J wants to be sure that there is a list or resource somewhere that does make it clear who the specific Required Reviewers are for a given policy. Otherwise, R&J anticipates confusion and the omission of reviewers who should be required.

Thank you for the opportunity to comment on this review. Contact me or Senate analyst Kristie Tappan (kristie.tappan@ucsf.edu) with any questions.

Sincerely,

Spencer Behr, MD
Committee on Rules and Jurisdiction Chair

Cc: Todd Giedt, UCSF Academic Senate Executive Director
          Sophia Bahar Root, UCSF Academic Senate Analyst

UC **SANTA BARBARA**

Academic Senate
Susannah Scott, Chair
Shasta Delp, Executive Director

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Santa Barbara, CA 93106-3050
http://www.senate.ucsb.edu

February 14, 2023

To: Susan Cochran, Chair
        Academic Senate

From: Susannah Scott, Chair
        Santa Barbara Division

Re: Systemwide Review of Presidential Policy – Developing and Maintaining Presidential
        Policies ("Policy on Policies")

The proposed revisions to the Presidential Policy on Developing and Maintaining Presidential
Policies were forwarded to the Committee on Rules, Jurisdiction, and Elections (RJ&E) for
consideration, and to many of the remaining divisional councils and committees for
information.

RJ&E's response indicated two areas that could be clarified further. First, though the Policy
Action Committee (PAC) is defined in the document, the mechanism for approval by PAC is
unclear. In particular, is this just approval by a simple majority of the PAC, and how are
dissenting votes handled? In addition, RJ&E recommends that the initiators clarify how the
faculty is represented in both the PAC and the Policy Steering Committee (PCS).

We thank you for the opportunity to comment.

February 6, 2023

To: Susannah Scott, Divisional Chair
        Academic Senate

From: Don Marolf, Chair
        Committee on Rules, Jurisdiction & Elections

**Re: Systemwide Review of Presidential Policy – Developing and Maintaining Presidential
Policies ("Policy on Policies")**

The Committee on Rules, Jurisdiction, and Elections (RJE) discussed the proposed revisions of the
Presidential Policy – Developing and Maintaining Presidential Policies ("Policy on Policies").

The Committee noted two areas that could be clarified further:

● What is meant by Policy Action Committee (PAC) approval? In particular, is this just approval by
  a simple majority of the PAC and how are dissenting votes handled?
● The Committee would also like to see clarification on how the faculty is represented in both the
  PAC and in the Policy Steering Committee (PCS).

Cc: Shasta Delp, Executive Director, Academic Senate

1156 HIGH STREET
SANTA CRUZ, CALIFORNIA 95064

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(831) 459 - 2086

February 15, 2023

Susan D. Cochran, Chair
Academic Council

RE: Systemwide Review of Presidential Policy – Developing and Maintaining Presidential Policies ("Policy on Policies")

Dear Susan,

The Santa Cruz Academic Senate has reviewed your request for the systemwide review of the Presidential Policy on Developing and Maintaining Presidential Policies ("Policy on Policies"). The UC Santa Cruz Committees on Planning and Budget (CPB) and Rules, Jurisdiction and Elections (RJ&E) have responded.

The Committee on Planning and Budget (CPB) found only one area of concern: the time allowed for comment, which could occur entirely outside of the academic year. CPB realizes the time period given is longer than before, but still, many UC Senate members are not available for comment during the summer. For like issues of timing in the past, our division has recommended that new reviews or comment periods not be initiated outside of a window that allows all Divisions of the Academic Senate to have a 6-8 week period to respond, before the close of their spring semester or quarter, respectively. In UC Santa Cruz's case, this is generally accepted as a May 1 deadline, with our spring quarter ending the second week of June. The semester campuses have an earlier close of their academic calendar however.

The Committee on Rules, Jurisdiction and Elections (RJ&E) found no issues of conformity with existing policy, except in the following case: Under III.A.3, the revised policy reads "Presidential Policies must use neutral, non-binary terms, and avoid gendered references (such as freshman, chairman, congressman, him/her/he/she, etc.)." Though RJ&E understands and applauds the spirit of this proposed wording, they believe it conflicts with presidential policies that are specifically designed to protect women. For instance, the "Guidelines for Academic and Staff Affirmative Action Compliance Programs for Minorities and Women, Individuals with Disabilities, and Protected Veterans" (GU-HR-20-0496, effective June 4, 2020) mentions "women" several times. As it would

be impossible to write a policy protecting women, or specific gender minorities, without using gendered terms, the committee suggests that III.A.3 be revised to allow for such policies.

The Committee on Rules, Jurisdiction and Elections also suggests clarifying that the phrase "neutral, non-binary terms" refers to "neutral, non-binary gender terms" as the policy is not meant to prohibit all kinds of valanced or binary language (e.g., the valanced, binary distinction between "right" and "wrong").

The Santa Cruz Division of the Academic Senate values the opportunity to opine on such a critical policy revision, and we hope the systemwide Senate and Office of the President heed seriously the above concerns.

Sincerely,

P. Gallagher

Patty Gallagher, Chair
Academic Senate, Santa Cruz Division

cc: Melissa Caldwell, Vice Chair Academic Senate
        Dard Neuman, Chair, Committee on Planning and Budget
        Eleonora Pasotti, Chair, Rules, Jurisdiction and Elections
        Matthew Mednick, Executive Director, Academic Senate

January 31, 2023

Susan Cochran
Chair, UC Academic Senate

Re: **(Systemwide Senate Review) Proposed Revisions to the Presidential Policy on Developing and Maintaining Presidential Policies**

Dear Chair Cochran,

The divisional Executive Board, councils, and committees appreciated the opportunity to review the proposed revisions to the Presidential Policy on Developing and Maintaining Presidential Policies. The Executive Board (EB) reviewed the proposal at its meeting on January 26, 2023.

EB members voted to approve a motion to endorse the proposed revisions, noting their appreciation for the inclusion of the academic mission, the acknowledgement of the Academic Senate as a required reviewer, and the important mention of equity. Members expressed lingering concerns about the distinction between policy and procedure, and requested assurance that associated procedures conform to the policies.

Sincerely,

Jessica R Cattelino

Jessica Cattelino
Chair
UCLA Academic Senate

Encl.

Cc: April de Stefano, Executive Director, UCLA Academic Senate
        Andrea Kasko, Vice Chair/Chair Elect, UCLA Academic Senate
        Shane White, Immediate Past Chair, UCLA Academic Senate

January 27, 2023

Jessica Cattelino, Chair
UCLA Academic Senate

Dear Jessica,

The Committee on Rules and Jurisdiction is grateful for the opportunity to comment on the proposed revisions to the Presidential Policy – Developing and Maintaining Presidential Policies ("Policy on Policies"). One area of concern was noticed by committee members.

Section V D (2) currently states that new policies undergoing Substantive Revision complete a 90-day comment period but the Rescission Process only requires the completion of a 30-day comment period. The proposed changes do not provide reasoning as to why there is a different amount of time for these items, when both can take a significant amount of time. Further, a 30-day review period may not be long enough for all stakeholders to respond.

We hope that clarification can be provided on this process before the policy is approved. If you have any questions, please do not hesitate to contact me at eleanork@ucla.edu, or the Committee on Rules and Jurisdiction Analyst Lilia Valdez at lvaldez@senate.ucla.edu.

Sincerely,

Eleanor Kaufman, Chair
Committee on Rules and Jurisdiction

cc: Randy Bucklin, Member, Committee on Rules and Jurisdiction
        Jie Jay Zheng, Member, Committee on Rules and Jurisdiction
        Lilia Valdez, Policy Analyst, Committee on Rules and Jurisdiction

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
OFFICE OF ETHICS, COMPLIANCE AND AUDIT SERVICES

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Alexander Bustamante
Senior Vice President
Chief Compliance and Audit Officer

December 2, 2022

CHANCELLORS
ACADEMIC COUNCIL CHAIR COCHRAN
LABORATORY DIRECTOR WITHERELL
ANR VICE PRESIDENT HUMISTON

Re: Systemwide Review of Presidential Policy – Developing and Maintaining Presidential Policies ("Policy on Policies")

Dear Colleagues:

Enclosed for systemwide review are proposed revisions to the Presidential Policy on Developing and Maintaining Presidential Policies ("Policy on Policies"). The policy was initially issued on August 10, 2018 and underwent technical revisions on August 3, 2021.

Background

In August 2018, the Presidential Policy on Establishing and Maintaining Presidential Policies was first issued. This policy standardized a policy management process meant to foster broad and timely review, approval, and dissemination of Presidential Policies. In August 2021, the Policy underwent technical revisions in order for Section II *Definitions* and Section V *Procedures* to read more clearly and specifically included updating embedded links, re-locating policy text, and using defined terms consistently. During that period, the University Policy Office (UPO) and the Policy Managers Group (PMG) began collaborating on a substantive revision of the Policy which plans to further streamline and clarify the requirements and responsibilities for policy development, revision, and rescission in order to promote compliance and efficiency.

Policy Revisions

The proposed substantive revisions include the following key provisions:
- Updating the Policy name, scope, and summary to accurately reflect content.
- Adding and updating definitions for terms frequently used and removal of terms that are no longer used.
- Adding requirements such as:
    - use of gender-neutral terms;
    - cross-referencing of UC policies and laws for continued compliance and ease of maintenance;
    - New Presidential Policies must be proposed through a Policy Review, developed in accordance with the Policy Development Process, and approved in accordance with the Presidential Policy Approval Process;

- o all Presidential Policies must undergo a Policy Review every 5 years, or more frequently as necessary;
        - o a Compliance with Law Revision Process to handle changes to a policy that are for the purposes of law, rules, or regulations;
        - o rescinded Policies on the website must also include reference where current information can be found (if applicable);
        - o policies must specify when a campus location delegation of authority is required, redelegatable and any restrictions on redelegations;
        - o Guidelines should be updated regularly to ensure the information remains current, useful, and in alignment with Presidential Policies.
- Adding responsibilities for the Policy Advisory Committee (PAC), Policy Steering Committee (PSC), Stakeholders, and Required Reviewers.
- Revising procedures to describe the action steps for accomplishing required tasks that have to be completed.
- Additional editorial changes for readability and clarity.

Systemwide Review

Systemwide review is a public review distributed to the Chancellors, the Chair of the Academic Council, the Director of the Lawrence Berkeley National Laboratory, and the Vice President of Agriculture and Natural Resources requesting that they inform the general University community, especially affected employees, about policy proposals. Systemwide review also includes a mandatory, 90-day full Senate review.

Employees should be afforded the opportunity to review and comment on the draft policy. Attached is a Model Communication which may be used to inform non-exclusively represented employees about these proposals. The Labor Relations Office at the Office of the President is responsible for informing the bargaining units representing union membership about policy proposals.

We would appreciate receiving your comments no later than **March 16, 2023**. Please submit your comments or questions to policyoffice@ucop.edu.

Sincerely,

Irene Levintov
Chief of Staff/Systemwide Director of Compliance
Ethics, Compliance and Audit Services

Enclosures:
1. Developing and Maintaining Presidential Policies (clean copy)
2. Developing and Maintaining Presidential Policies (tracked changes copy)
3. Model Communication

cc: President Drake
        Provost and Executive Vice President Brown

Executive Vice Chancellors/Provosts
Executive Vice President and Chief Operating Officer Nava
Senior Vice President Bustamante
Vice Provost Haynes
Vice President and Vice Provost Gullatt
Vice President Lloyd
Vice President Maldonado
Vice Provosts/Vice Chancellors of Academic Affairs/Personnel
Associate Vice Provost Lee
Assistant Vice Provosts/Vice Chancellors for Academic Personnel
Managing Counsel Shanle
Executive Director and Chief of Staff Henderson
Executive Director Lin
Executive Director Silas
Chief of Staff Kao
UCOP Chiefs of Staff
Chief Policy Advisor Marisa McAuliffe
Director Anders
Director Roller
Director Sykes
Associate Director DiCaprio
Associate Director Weston-Dawkes
Associate Director Woolston
Assistant Director LaBriola
Manager Crosson
Analyst Durrin
Administrative Officer Babbitt
Policy Advisory Committee

~~Establishing~~ Developing and Maintaining Presidential Policies ("Policy on Policies")

Responsible Officer:	SVP – Ethics, Compliance & Audit Services
Responsible Office:	EC - Ethics, Compliance & Audit Services
Issuance Date:	XX~~8~~/XX~~3~~/202X~~1~~
Effective Date:	XX~~8~~/XX~~3~~/202X~~1~~
~~**Last Review Date:**~~	~~6/16/2021~~
Scope:	This Policy applies to all University locations and offices reviewing, developing, and revising ~~and reviewing~~ Presidential Policies.

Contact:	Irene Levintov
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I. POLICY SUMMARY

The President is the Chief Executive Officer of the University and is responsible for promulgating Presidential ~~Policies* to support the mission of the University and to~~Policies to ensure compliance responsibilities are met, ~~and~~ carrying out ~~related state and federal~~

law and Tthe Regents' Bylaws and Policies (Governing Documents), and to supporting the University's mission of teaching, research, and public service.

This Policy:

- Describes the University of California (UC) approval process for Presidential Policies and sets out the general rules and responsibilities for the development, revisionew, and ownership rescission of Presidential Policies.
- Describes the procedural steps required for policy development, review, and approval of new Presidential Ppolicies, and review and approval of revision or rescission of existing Presidential Ppolicies.
- Outlines required consultation with the Academic Senate, Academic Personnel and Programs (APP) staff, Systemwide Human Resources (SHR), and studentsRequired Reviewers.

*A Presidential Policy is a governing principle directive that mandates or constrains actions and:

- Applies across the UC to all UC locations unless indicated otherwise in the ppolicy;
- Ensures compliance with applicable federal, state and local laws and regulations; enhances the UCniversity's mission, promotes operational efficiencies, and/or reduces risk exposure;
- Endures from one Presidential administration to another and sets a course for the foreseeable future; and
- Receives approval by the President or designated executive upon recommendation of from the Policy Advisory Committee (PAC) and the Policy Steering Committee (PSC).

See the University Policy Office (UPO) website for additional information on the differences between a policy and a procedure.

Presidential Policies may address all operations of the University except for those reserved to the Board of Regents, to the Principal Officers of the Regents, to the Academic Senate, or delegated to the Provost and Executive Vice President of Academic Affairs.

II.   DEFINITIONS

Campus Policy Managers/Group: Individuals/offices on for each campus responsible for local policy management who may serve in an advisory role to the UPO. The list of campus policy contacts can be foundare available on the UPO website.

Comprehensive Review: A full review comprising substantive changes to a Presidential Policy's content, mandates, or principles which requires consultation and vetting by Stakeholders, review by the required bodies as appropriate (e.g., Academic Senate, SHR, Academic Personnel, students) and full review by the PAC, UC Legal – Office of the General Counsel (UCL-OGC) and PSC. All existing Presidential Policies that undergo a Comprehensive Review will be considered by the President and, if approved, will be reissued by the President.

Compliance with Law Revision: Changes to a Presidential Policy's content, mandates, or principles that are for the purposes of compliance with law, rules, or regulations.

Compliance with Law Revision Process: The steps required to perform a Compliance with Law Revision, including review by UCL-OGC, approval by the Responsible Officer, and issuance by the University Policy Office.

Effective Date: The date that the version of the Presidential Ppolicy is first enforceable.

Guideline: A written documentSupplemental materials that describes best practices or the recommended processes for implementing a policy or addressing a particular policy topic. It is not a directive that mandates or constrains actions. Guidelines do not necessarily need review by the same audiences as Presidential Policy and do not need Presidential signature and approval unless requested by the owner of the Guideline.

Guidelines should be submitted to the PAC for review and receive their input as part of the consultative process. Upon completion, Guidelines are included and posted on the Presidential Policy website.

Interim Policy: A provisional/temporary policy issued when a Presidential Policy is needed within a period too short for the full Policy Development Process or Policy Revision Process Presidential Policy Approval Process to be completed.

Issuance Date: The date of the Issuance Letter for the new or reissued revised Presidential Policyies.

Issuance Letter: A cover letter signed by the President (for New Policy, Substantive Revision, and Rescission Processes) or Responsible OfficerUniversity Policy Office (for Technical and Required byCompliance with Law Revision Processes) that officially issues a Presidential Policy and makes the Policy available to the University cUC Community and makes the Policy available to the public on the Presidential Policy website.

Policy Action Form: A required document form that is used to propose a new Policy, Technical Revisions, Substantive Revisions, Compliance with Law Revisions, or Rrescission of a Policy that must be presented to PAC as a critical part of the Presidential Policy Approval Process. , drafted by the Policy Owner (PO) and submitted/presented to the PAC and PSC for review. The form includes the following detailed information: describes the need for the policy; outlines the process taken to develop or revise it; discusses the impact, associated risks or risk mitigation; lists key Stakeholders consulted or to be consulted and how their concerns were addressed; notes whether a review is required by the affected parties, such as the Academic Senate, Systemwide Human Resources, students, Academic Personnel, or staff; and a training plan. The form is available on the UPO website.

Policy Advisory Committee (PAC): The group PSC-designated group by the PSC responsible for reviewing all proposed Presidential Policies and recommending them for approval to the PSC. PAC members represent divisions of the Office of the President and include a member representative from the Campus Policy Managers Group. PAC membership can be foundis available on the Policy Governance Site.

Policy Development Process: The steps required to develop a Presidential Policy prior to the Presidential Policy Approval Process, including consultation with Stakeholders and

Required Reviewers, and review by UC Legal – Office of the General Counsel, Office of the President (UCL-OGC).

Policy Owner (PO): The individual (by position) designated by the Responsible Officer (RO) who serves as the subject matter expert for a Presidential Policy and is responsible for interpreting, and responding to questions regardingfor a Presidential Policy about that policy. The PO is typically designated on the Policy Template as the contact person.

Policy Review: An analysis performed by the RO to assess whether there is a need for a new Presidential Policy or assess whether an existing Presidential Policy is up-to-date, effective, and/or still necessary, which includes appointment of a PO, completion of the Policy Action Form, and discussion with PAC on next steps.

Policy Revision Process: The collective term for the three different processes that can result from a Policy Review of an existing Policy: Technical Revision Process; Substantive Revision Process; and Rescission Process.

Policy Steering Committee (PSC): The committee comprised of the President's direct reports responsible for overseeing the Presidential Policy Approval Process and recommending policy issuance to the President. The SVP/ -Chief of Compliance and Audit Officer of Ethics, Compliance, and Audit Services chairs the PSC. PSC membership can be foundis available on the Policy Governance Site.

Presidential Policy Approval Process: The process for submitting a steps required for approval of new Presidential Policyies and Presidential Policies undergoing Substantive Revisions or being recommended for Rescission for approval, which includinges preliminary review and approval by thePAC, a Systemwide Comment Period, final review and approval by PAC, final legal review and approval by UCL-OGC, review and approval by the PSC and issuance by the President. All new and revised Presidential Policies, except for policies undergoing Technical Reviews, are required to go through the Presidential Policy Approval Process.

Presidential Policy Template (Template): The approved standardized format and style for all Presidential Policies. Theis Template is available on the UPO website. Adherence to this the Ttemplate is required for consistency and to ensure accessibility by users with specific information technology needs.

Procedure: A step-by-step description of the tasks required to implement a policiesPresidential Policy. Procedures, as applicable, in Presidential Policies are typically high-level and include steps and implementation mandates that all locations must follow.

Many policies include links to freestanding procedural documents located on departmental websites that often list best practices, detailed process or steps each location can take to implement a policy.

See the UPO website for additional information on the difference between a policy and a procedure .

Required Reviewers: The mandatory reviewing bodies for the PO to consult with, such as Academic Senate; Academic Personnel and Programs (APP); Systemwide Human Resources (SHR); and Graduate, Undergraduate and Equity Affairs (GUEA).

Rescission: The decommissioning of a Presidential Policy (either in whole or in part) that is no longer needed or where the content has been incorporated into another policy.

Rescission Process: The steps required to perform the Rescission of a Presidential Policy, including consultation with Stakeholders, Required Reviewers, and review by UCL-OGC.

Responsible Office: The office designated by the President responsible for ~~high level~~ oversight of the Presidential Policies that fall within its areas of responsibility.

Responsible Officer (RO): The senior level executive who heads the Responsible Office ~~designated by the President responsible for high-level oversight of the Presidential Policies that fall within their areas of responsibility.~~

Stakeholder(s): An individual ~~constituency~~ or ~~functional~~ group from across the UC system with subject matter expertise and/or a substantive interest in a particular Presidential Policy~~system~~, or its implementation, who is consulted to provide comments on a proposed draft. ~~The RO, PAC, and/or PSC may identify individuals or organizations as Stakeholders whose University role or professional expertise relates to the subject of the policy. The PO is responsible for vetting any new or revised policy with all appropriate Stakeholders including the Campus Policy Managers Group.~~

Substantive Revision: Significant changes to a Presidential Policy's content, mandates, or principles that materially change the intent, directive, scope, impacts, and/or substance of the Policy.

Substantive Revision Process: The steps required to perform a Substantive Revision preparatory to the Presidential Policy Approval Process, including consultation with Stakeholders, Required Reviewers, and review by UCL-OGC.

~~30-day (calendar)~~ Systemwide ~~c~~Comment ~~p~~Period: A Presidential Policy~~public~~ comment period ~~for Presidential Policies~~ that includes the entire UC Community and encompasses all of the calendar days in the specified duration~~a 30-day period, including weekends and holidays~~. Typically, Systemwide Comment Periods are:

- 90-days for a new Policy, or a Policy undergoing the Substantive Revision Process.
- 30-days for a Policy undergoing the Rescission Process.

Systemwide Notification Period: A notification period prior to issuance of a Presidential Policy that includes the entire UC Community and encompasses all of the calendar days in a specified duration. Typically, Systemwide Notification Periods are 30 days for an existing policy undergoing a Technical Revision or Compliance with~~e~~ a Law Revision.

Technical Revi~~sio~~new: A ~~Any modifications to a~~ Presidential Policy revision~~s~~ that *do~~es~~ not materially change the intent~~, substance~~ or ~~principles~~directive of the policy*, such as:

~~Title changes~~Changes due to University Presidential reorganization, updating contact information, correcting links, ~~or~~ typographical amendments, additiona~~l~~ng language for clarification, changes to legal code numbering, or a change of the Responsible Office. The need for Technical Revisions are determined by the Policy Owner, approved by the Responsible Officer, and ~~—~~do not require PAC and UCL-OGC review and approval, but require ~~nor~~ a ~~30-day~~Systemwide ~~comment~~ Notification ~~P~~period.

- Changes that are required by law, rules and regulations – require PAC and UCL-OGC review and approval, but do not require a 30-day comment period.
- Changes that are **not** required by law, rules or regulations, such as additional language for clarification, changes to legal code numbering, a change of the Responsible Office, and changes that are *subject to possible interpretation* – require PAC and UCL-OGC review and approval and a 30-day comment period (see Flowchart for Existing Policies).

If the scope of the changes alters the intent or scope of the policy, then the UPO, PAC, or UCL-OGC may determine that a Comprehensive Review is necessary.

Technical Revision Process: The steps required to perform a Technical Revision including approval by the Responsible Officer and issuance by the University Policy Office.

University Policy Office (UPO): The office designated by the President within the Ethics, Compliance and Audit Services department that manages the Presidential Policy website, the Presidential Policy Approval Process and chairs the PAC and PSC. The UPO coordinates the review, development, and revision, and review of Presidential Policies and is charged with stewardship of the Presidential Policy Template and maintaining a central repository of Presidential Policies.

III. POLICY TEXT

All Presidential Policies must followare subject to the standardized is Ppolicy management process outlined herein. The UC policy managementis process, which is designed to foster broad and timely review, approval, and dissemination of important governance and administrative information, and to make it readily accessible to internal and external audiences.

Policies developed by for and applicable only to a specific each UniversityC location are not required to follow theis standardized policy management pprocedures set forth belowss. However, consistent with the principles outlined in this Policy, the Executive Officer, or their designee, at each University UC location, must establish a local policy or procedure to implement a standardized policy management process. Campus pPolicies at each UC location must be compliant with any related Presidential Policy .and This ensures compliance with applicable federal, state, and local laws and regulations.

A. The policy management processPresidential Policies demonstrates accountability in support of the University's UC's mission and in accordance with the public trust and is are subject to these following tenets:

1. All Presidential Policies must be written in plain language. Plain language is clear, succinct writing designed to ensure all audiences understand the content as quickly and completely as possible. Plain language does not include field-specific language, except where necessary and or where defined. When drafting a policy, the POs must make every attempt to integrate the specific topic or issue within the entire framework of the Presidential Policy.

2. Presidential Policies must meet accessibility standards (see Information Technology Accessibility IMT-1300).

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3. Presidential Policies must Uuse neutral, non-binary terms, and avoid gendered references (such as freshman, chairman, congressman, him/her/he/she, etc.).

4. Presidential Policies should be written in an equitable manner with consideration for undesirable impacts on under-served marginalized individuals or groups to increase broader engagement or eliminate barriers.

1.5. In general, Wwhere other UC policies, or laws intersect or overlap, text shouldmust be cross-referenced rather than repeated in the body of the Ppolicy to ensure continued alignmentas to retain viability;

2. Policies are intended to be high-level, and to the extent possible do not typically include Procedures unless there are compelling, mandated, or legal reasons, so stated, why locations must adopt the same implementing Procedures.

6. Presidential Policies must conform to a the standard format by using the Presidential Policy Template (Template) and use a common glossary of terms, to the extent possible. Policies must include a Definition Section for terms used that require further clarity.

B. Presidential Policies must conform to the following, which are discussed in further detail in Section V:

1. The Responsible Officer (RO) is accountable for updating the policy as needed based on new regulatory requirements, risk assessments, strategic positioning, or other relevant considerations, and for alignment with other Presidential Policies, through appropriate vetting.New Presidential Policies must be proposed through a Policy Review, developed in accordance with the Policy Development Process, and approved in accordance with the Presidential Policy Approval Process outlined in Section V, to ensure that the Policy is necessary, appropriate, and aligned with Regents Policies and other UC policies.

2. Presidential Policies must undergo a Policy Review At a minimum, the RO is responsible for a Technical Review every three years and consideration for a Comprehensive Review every five (5) years, or more frequently as necessary, to ensure that each policy reflects current practice, Government regulations, laws, and guidelines and is aligned with other Regents Policies and UC policies.

3. All active Approved Presidential Ppolicies are published on the Presidential Policy website.

4. Rescinded Presidential or superseded Ppolicies must be included on the Presidential Policy website with a brief explanation or justification of the reason for rescission, information, or and reference to where current information can be found (if applicable), provided by the PO. Archived Rrescinded or superseded Ppolicies are available by request from the UPO at policyoffice@ucop.edu.

C. The following information apply to Presidential Policies:

1. Policy statements are distinct from Pprocedures. Procedures that include high-level steps and implementation mandates may be included in a separate section within the Procedures that document local implementing steps for Presidential Policyies. Departmental or unit-specific procedures that do not require executive-

    level review and approval may be maintained by the department or unit. ~~are located on sites other than the Presidential Policy website. These documentsThey do not require the same extensive review as policiesPresidential Policies but~~. ~~However, they should be reviewed and updated regularly to ensure the information remains current and usefulin alignment.~~ Presidential Policies typically do not include specific campus implementation steps or processes that are not applicable across the UC system.

2. Presidential Policies~~y statement must~~ assign authority for high-level actions, including ~~the~~ exceptions~~ process~~ if any, and specify when a ~~campus~~ location delegation of authority is required, redelegatable, and any restrictions on redelegations.

~~1.~~3.   Guidelines should be located on departmental or unit websites and referenced in corresponding Presidential Policies, as necessary. Guidelines should be updated regularly to ensure the information remains current, useful, and in alignment with Presidential Policies.~~requireentitiespublished~~

IV.   COMPLIANCE / RESPONSIBILITIES

A. Responsible Office/Officer (RO) is charged with:

- Identifying the need for a new policy;

- Conducting a Policy Review ~~every five (5)~~ years, or more frequently as necessary based on new regulatory requirements, risk assessments, strategic position, or other relevant considerations, including alignment with other Presidential Policies;

- Designating a PO for ~~author~~guiding the ~~P~~policy ~~, guiding it~~ through the Policy Development or Policy Revision ~~review and approval P~~processes and the Presidential Policy Approval Process, and interpreting and responding to questions;

- Developing and communicating any related implementing ~~guidance~~ Guidelines and developing training as required by the Policy or applicable laws;

- Reviewing and ~~Conduct~~approving a Technical Revi~~sion~~w or a Compliance with Law Revision to an existing Policy~~ and consideration for a Comprehensive Review of policies generated by their office~~;

- ~~Submitting substantive amendments in accordance with the Presidential Policy Approval Process;~~

- ~~Consult~~Ensuring that consultation has occurred with Stakeholders and Required Reviewers~~SHR, Academic Personnel, and/or Labor Relations if the policy potentially will affect terms and conditions of employment~~; and

- Disseminating the Presidential Policy to Stakeholders once ~~it has been issued by~~ the President has issued it.

When a particular subject closely aligns with more than one functional area, more than one RO may be assigned.

B. Policy Owner (PO) is charged with:

- Collaboransulting with the UPO during a Policy Review prior to any development of a draft Policyof a Comprehensive Review;

- Completing the Policy Action Form, as necessary, throughout the Policy Review, Policy Development or Policy Revision Processes at the commencement of the policy draft process and submitting it to the RO for approval;

- Coordinating Consulting with Stakeholders and incorporating their comments and suggestions as needed into the draft Ppolicy;

- Working with the appropriate staff in UCL OGC for legal advice and review;

- In consultation collaboration with the UPOPAC, ensurconducting consultation with all Stakeholders Required Reviewersare consulted, and that comment periods are met as required by The Regents Policies, Academic Senate rules, Union contracts, and Presidential Guidelinesthis policy;

- Working with the appropriate staff in UCL-OGC for legal advice and review;

- Completing and submitting the draft Ppolicy and any supporting documents in accordance with to the Presidential Policy Approval Process (unless Interim Policy Approval is requested and therefore no formal comment period is possible). Sharing with the UPO and PAC a concise summary of the substantive commentsfeedback received and their its disposition in the final draft Ppolicy;

- Responsible for distributing draft policy for Systemwide Comment Period

- Keeping abreast of changes in federal, state, and local laws and communicansulting with the RO on proposed Policy revisions; and

- Typically actings as primary contact person to interpret and respond to questions about the Presidential Ppolicy.

When a particular Presidential Ppolicy applies to employees members of the UC community in more than one functional area, more than one Policy OwnerPO may be assigned.

C. Members of the University UC Community: Are responsible for knowing, understanding and complying with Presidential Policies that apply to them and their University areas of responsibility. Stakeholders have the responsibility for providing input, guidance, and feedback when requested on appropriate policies affecting their subject area(s).

Campuses should establish their own internal process for review and comment on Presidential policies submitted for comment.

D. University Policy Office (UPO) is charged with:

- Maintaining the Presidential Policy website;

- Coordinating with RO/PO during a Policy Review;

- Determining with the PO whether to move a Policy forward to the Policy Development Process or Policy Revision Process and, for existing Policies, identifying the appropriate Policy Revision Process;

- Responsible for distributing draft through the Systemwide Notification Period

- Overseeing the Presidential Policy Approval Process and chairing the PAC and PSC;

- Advising the PSC and the President regarding issues that arise surrounding specific policiesy issues or needs; and

- Coordinating distribution of the Presidential Policies to the Members of the University UC Community. (UC locations should establish their own internal process for review and comment on Presidential policies sent for Systemwide Comment.)

E. Policy Advisory Committee (PAC) is charged with:

- Preliminarily reviewing and approving a draft Policy in accordance with the Presidential Policy Approval Process and determining the appropriate timeline for the Systemwide Comment Period; and

- Conducting a review of the draft Policy after the Systemwide Comment Period and determining whether to recommend the Policy move forward for UCL-OGC review.

- For New Policy, Substantive Revision, and Rescission Process, advances final draft to PSC for approval

F. Policy Steering Committee (PSC) is charged with:

- Conducting a review of draft Policy and recommendings whether to move policy forward for Presidential approval.

G. Stakeholders and Required Reviewers are charged with:

- Consultings with the PO on the development of a draft Policy in accordance with the Policy Development Process or Policy Revision Process.

- Providinge input, guidance, and feedback when requested on appropriate policies affecting their subject area(s).

V. PROCEDURES

The flowcharts (included in **Section IX, Appendices**) depict the mandated steps in the Presidential Policy Approval Process. All Presidential Policies must follow conform to these Procedures, as applicable. However, Ssome policies predate this frameworkthe issuance of the Policy, and have not yet been throughundergone the entire Pproceduress outlined herein. They remain official Presidential Policies and, upon completion of the next SubstantiveComprehensive Revisionew Process, will have completed this process in order to beand brought into compliance.

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A. Policy Review

A Policy Review assesses whether there is a need for a new Presidential Policy or whether an existing Policy is up-to-date, effective, and/or still necessary. A Policy Review may be precipitated by external factors, such as changes to law, regulation, technology, or internal factors, such as stakeholder feedback, risk assessment, or a gap analysis.

1. RO identifies the need for a Policy Review, or UPO prompts RO to conduct a Policy Review. If the Policy Review is for an existing Policy this must occur, at a minimum, every five years.

2. RO appoints a PO to consult with the UPO in developing the Policy.

3. PO completes the Policy Review section of the Policy Action Form and presents the form to UPO in order to determine whether to move forward with the Policy Review, which groups to consult with during the process (Stakeholders, Required Reviewers, UCL-OGC), and which policy process to complete.

4. PO and UPO determine whether to move forward with the Policy Development Process or the Policy Revision Process.

   For a new Policy, PO completes the Policy Development Process (See Section B below).

   For an existing Policy, PO completes the appropriate Policy Revision Process (See Section C below) as identified by UPO.

B. Policy Development Process

A new Presidential Policy is developed and used by ROs to support the missions of their units and often to meet regulatory and legislative requirements. Any individual or unit may identify the need for a new Policy, but at least one RO must sponsor its development and be accountable for the content of its principles, oversight, and implementation, and Procedures.

1. The Policy Action Form acts as a guide for RO and PO with development and drafting the Policy.

2. PO develops the content of the draft Policy in consultation with Stakeholders and Required Reviewers

3. Consultation with UCL-OGC may be necessary based on the Policy Review.

4. All substantial feedback should be carefully considered and adjudicated before moving forward.

5. Once RO approves the draft of the Policy, the Policy Owner completes the appropriate section of the Policy Action Form prior to the commencement of the Presidential Policy Approval Process (See Section D below).

C. Policy Revision Process

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Following the Policy Review of an existing Policy, PO and UPO determine whether to complete the Substantive Revision Process, Technical Revision Process, Compliance with Law Revision Process, or Rescission Process.

1. **Substantive Revision Process**

   a. The Policy Action Form acts as a guide for the PO with development and drafting the Policy revision.

   b. PO develops the content of the Policy revision in consultation with Stakeholders and Required Reviewers.

   ~~a. All substantial feedback should be carefully considered and adjudicated before moving forward.~~

   c. Consultation with UCL-OGC may be necessary based on the Policy Review.

   d. Once the RO approves the draft revision, the PO completes a "track-changes" version (with changes identified) and the appropriate section of the Policy Action Form prior to commencement of the Presidential Policy Approval Process.

2. **Technical Revision Process**

   a. The Policy Action Form acts as a guide for ~~the~~ PO with drafting the Policy revision.

   b. PO receives approval from ~~the~~ RO.

   c. PO sends a "track-changes" version of the updated Policy draft to UPO.

   Note: Policies undergoing the Technical Revision Process do not need to complete the Presidential Policy Approval Process. These revisions will go to PAC for notification purposes and will complete a Systemwide Notification Period. These revisions may be approved by the Responsible Officer, issued by the University Policy Office, and move to the Communicating and Disseminating the Presidential Policy (See Section E below).

3. **Compliance with Law Revision Process**

   a. The Policy Action Form acts as a guide for PO with drafting the Policy revision.

   b. PO develops the content of the Policy revision in consultation with UCL-OGC.

   c. PO receives approval from RO.

   d. PO sends a "track-changes" version of the updated Policy draft to UPO.

   Note: Policies undergoing the Compliance with Law Revision Process do not need to complete the full Presidential Policy Approval Process. These revisions will go to PAC for notification purposes and will complete a Systemwide Notification Period. These revisions may be approved by the Responsible Officer, issued by the University Policy Office, and move to the Communicating and Disseminating the Presidential Policy (See Section E below).

4. **Rescission Process**

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a. The Policy Action Form acts as a guide for the PO with drafting the case for Policy Rrescission (in whole or in part).

b. PO develops the content of the case for rescission (including reference to location where current information will be found) in consultation with Stakeholders and Required Reviewers.

All substantial feedback should be carefully considered and adjudicated before moving forward.

c. Consultation with UCL-OGC may be necessary based on the Policy Review.

d. Once the RO approves, PO completes a draft case for rescission and the appropriate section of the Policy Action Form prior to commencement of the Presidential Policy Approval Process.

D. Presidential Policy Approval Process

1. UPO distributes a draft (or the case for rescission) of the Policy, Policy Action Form, and any attachments to PAC for review in advance of a PAC meeting.

   a. If PAC approves the proposed policy action, UPO moves the draft Presidential Policy forward to the Systemwide Comment Period (See Item 2 below).

   b. PAC may determine that sufficient consultation has not occurred or the incorrect Policy Revision Process has been applied, and require additional work on the draft Presidential Policy, or case for rescission. (In these cases, PO must see Section B or C above and re-start process.)

2. PAC determines the duration of the Systemwide Comment Period. PO completes a cover letter to accompany the draft Presidential Policy, Policy revision, or case for rescission. In order to ensure the draft is communicated broadly for comment, PO sends the draft with cover letter to Stakeholders and Required Reviewers. UPO sends the draft Presidential Policy to the Campus Policy Managers Group, and posts the draft with cover letter on the UPO website.

   a. New Policies and Policies undergoing a Substantive Revision complete a 90-day comment period.

   b. Policies undergoing the Rescission Process complete a 30-day comment period.

   Note: Comment periods may change based upon recommendation from PAC. The majority of the Systemwide Comment Period should occur during the Academic Year.

3. Upon Systemwide Comment Period completion, PO completes the 'Systemwide Comment Period Feedback' section on the Policy Action Form to summarizes the comments received and their disposition. PO submits the completed form to UPO.

4. UPO distributes the draft Policy and completed Policy Action Form with the 'Systemwide Comment Period Feedback' section to PAC for review in advance of a PAC meeting. PO presents the feedback received and any changes to the draft

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Policy, or case for rescission.

a. If PAC approves the draft Presidential Policy, UPO moves the draft Policy forward. PAC may recommend changes to PO due to feedback received during the Systemwide Comment Period, but still approve the draft Policy.

b. PAC may determine that due to feedback received during the Systemwide Comment Period, PO must complete more consultation with necessary Stakeholders and Required Reviewers, require additional work on the draft Policy, or case for rescission (In these cases, PO must see Section B or C above and re-start the process.)

5. If approved by PAC, PO finalizes any changes to the draft Presidential Policy, or case for rescission, and provides the final version to UPO who sends the proposed Policy, or case for rescission, to UCL-OGC for final legal review.

Note: There may be occasions where UCL-OGC recommends edits to the draft Presidential Policy before it goes to PSC. PO revises the draft Policy before it goes to PSC.

6. After completion of the legal review, UPO submits the final draft Presidential Policy, or case for rescission, to PSC for final review, and recommendation for Presidential approval.

a. PSC typically provides approval electronically, but any PSC member may request an in-person meeting.

b. PSC members are generally provided 10 business days for review and recommendation for approval.

c. Any "not approved" responses from PSC members may require a formal meeting with PO and RO that will be conveyed to the President for final review.

7. Upon PSC approval, UPO prepares and submits the Presidential Policy and Issuance Letter for the President's final review and approval.

8. The President issues the Presidential Policy by signing the Issuance Letter.

E. Communicating and Disseminating the Presidential Policy

1. A new Presidential Policy and all Revision Processes ~~will complete~~require an Issuance Letter.

a. New Policies, Substantive Revisions, and Rescissions must be issued by the President

b. Technical Revisions and ~~Required by~~Compliance with Law Revisions are ~~issued~~approved by RO and issued by UPO.

2. The Issuance Letter and Presidential Policy, or case for rescission, are disseminated by UPO, on behalf of the President, to the Chancellors, Lawrence Berkeley National Laboratory Director, Vice President-ANR, Systemwide Division Leaders, Systemwide Academic Senate Chair, Campus Policy Managers, the PO

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and all named parties in the Issuance Letter.

3. RO distributes the Presidential Ppolicy to the Stakeholders and Required Reviewers.

4. The UPO publishes the Presidential Ppolicy or the case for rescission on the Presidential Policy website.

5. RO and PO delivers any additional communication, or training.

F. Interim Policies

In special circumstances, which are approved on a case-by-case basis, the President may approve a Presidential Policy as an Interim Policy.

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1. RO and PO completes the necessary steps of the Policy Review (See Section A above).

2. If it is determined at the outset of a Policy Review that the draft Presidential Policy needs to be completed as an Interim Policy, PO completes the Policy Action Form and meets with UPO to determine the appropriate steps to complete the Policy Development Process or Policy Revision Process.

3. If a draft Policy is already in the Policy Development Process or Policy Revision Process and it is determined that the draft Policy needs to be completed as an Interim Policy, then the draft Policy will move to the Presidential Policy Approval Process. RO must continue to finalize the Policy Development Process or Policy Revision Process.

    Note: At a minimum, the PO must consult with Required Reviewers (even if in an expedited manner) and must receive approval from PAC, review by the UCL-OGC, and approval by the PSC before Presidential approval.

4. An Interim Policy must be approved through the Presidential Policy Approval Process, but may need to delay steps such as the Systemwide Comment Period. Interim Policies are approved for a 12-month time period, with possible supplemental approval in 12-month intervals. An Interim Policy must complete the Policy Development Process or Policy Revision Process (See Section B or C above), preferably within two years of the issuance of the Interim Policy.

5. Interim Policies are clearly marked as "INTERIM POLICY".

6. Once the Interim Policy is approved, the procedures moves ahead to Communicating and Disseminating the (Interim) Presidential Policy (See Section E above).

7. The target date for completing the Presidential Policy Approval Process is published at the time the Interim Policy is approved.

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A. Proposing a Policy:

A policy is developed and used by ROs to support the missions of their units to the University. Any individual or unit may identify the need for a new policy, but at least one RO must sponsor its development and be accountable for the content of its principles and Procedures.

The RO appoints a PO to consult with the UPO in developing the policy.

The PO completes the Policy Action Form and submits it to the UPO to inform PAC of the intent to develop a policy.

The Policy Action Form is used to propose the establishment of a new policy or substantive changes to an existing one and will be presented to the PAC for review and approval. The form is not required for technical changes such as correcting links, typographical errors and updating contact information.

B. Developing a Policy

The Policy Action Form acts as a guide for the RO with drafting the policy.

1. The PO develops the content of the draft policy, consults with all Stakeholders and incorporates their comments into the draft, as appropriate.

2. Once the RO approves the policy draft, the PO shares it with the Stakeholders and subject matter experts identified in the impact statement to solicit comments.

3. The PO shares the draft with the PAC for information purposes, comments, and questions.

The PO and RO must consider feedback from Stakeholders and PAC to determine whether and how their responses will be incorporated, as appropriate.

4. See Section V.D. for Updating an Existing Policy with Technical Changes.

C. Reviewing and Approving a New Policy or Policy with Substantive Changes

All policies (new and those under Comprehensive Review) must be formally vetted with Stakeholders. At a minimum, the PO must consult with the Offices of Academic Personnel and Programs (APP); Systemwide Human Resources (SHR); and Graduate, Undergraduate, and Equity Affairs (GUEA) for their documented decision on whether formal vetting is needed. APP and SHR have written and published their vetting processes:

- Academic Personnel and Programs vetting process; and

- Systemwide Human Resources vetting process.

1. If formal vetting is needed, the PO must issue a cover explanation memo and sends it to the UPO.

1. The UPO advises the PO of the timeline for comment.

The PO forwards the draft policy and communication memo to APP, SHR and GUEA, as appropriate, to distribute to the campuses. Comments must be directed to the PO for their review and consideration in the final draft.

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~~UPO distributes the draft policy for formal vetting to the Campus Policy Managers Group and Campus Ethics and Compliance Officers for the 30-day comment period.~~

~~After completion of the formal vetting and PO's approval, the UPO distributes the draft policy to members of the PAC in advance of a PAC review meeting.~~

~~The PO presents the following during the PAC review meeting:~~

~~a. The draft policy and Policy Action Form where they will be reviewed for practicality and clarity.~~

~~b. The summary of the comments received during the vetting period and their disposition.~~

~~*Note: There may be occasions where comments and changes from the PAC requires further consultation with relevant Stakeholders or further review by the PAC.*~~

~~Upon the PAC's recommendation for approval of the policy, the PO reviews and makes any accepted changes proposed by the PAC.~~

~~Once changes have been finalized, the PO provides the final version to the UPO who sends the proposed policy to UCL-OGC for final legal review.~~

~~*Note: There may be occasions where UCL-OGC recommends edits to the draft Policy before it goes to the PSC. The PO revises the draft Policy before it goes to the PSC.*~~

~~After completion of the legal review, the UPO submits the final draft policy to the PSC for their final review and recommendation for Presidential approval.~~

~~a. The PSC typically provides approval electronically but any PSC member may request an in-person meeting.~~

~~b. PSC members are generally provided with 10 business days for review and recommendation for approval.~~

~~c. Any "not approved" responses from PSC members may require a formal meeting with the PO and RO and will be conveyed to the President for final review.~~

~~Upon PSC approval, the UPO prepares the Policy and Issuance Letter for the President's final review and approval.~~

~~The UPO submits the packet (Presidential info memo, clean final draft policy, and final draft Issuance Letter) to the President for final review and approval.~~

~~The President issues the Presidential Policy by signing the Issuance Letter. The Issuance Letter and Presidential Policy are disseminated by the UPO, on behalf of the President, to the Chancellors, the Lawrence Berkeley National Laboratory Director, the Vice President ANR, the Division Leaders, Campus Policy Managers, the PO and all named parties in the Issuance Letter.~~

~~Policies with technical changes as required by laws and regulations are issued by UPO.~~

> ~~The PO and RO distributes the policy to their Stakeholders.~~

> ~~The UPO publishes the policy on the Presidential Policy website.~~

D. ~~Updating an Existing Policy with Technical Changes~~

1. ~~The PO and RO conducts a Technical Review at a *minimum every three years* and notifies the UPO when the review has been completed.~~

> ~~On an as-needed basis, the PO requests that the UPO make routine or minor technical changes to an existing policy (such as new contact names, position titles and e-mail or Web addresses).~~

> ~~The UPO provides the Policy Action Form to PAC for evaluation of technical changes. Technical Reviews (see **Section II Definitions**) do not require the President's review and approval unless the PAC determines the changes are substantive. If so, the Policy will be required to go through a Comprehensive Review and the Presidential Policy Approval Process (see Flowcharts for New Policies/Substantive Changes). The UPO posts all Technical Reviews (**except** minor corrections such as *updating contact info, position titles, updating links or typographical errors*) on the Presidential Policy Office website for the 30-day comment period.~~

> ~~Upon PAC review and approval (and UCL-OGC review and approval, if required) the UPO disseminates the policy to the Chancellors and the Campus Policy Managers Group and publishes it to the Presidential Policy website.~~

E. ~~Revising a Policy with Substantive Changes~~

1. ~~Significant changes to the policy's substance, mandates, or principles that may be subject to possible interpretation, must be approved by the PAC, the PSC, and the President, based on the submission of a new Policy Action Form and draft policy. It may be announced, or "promulgated," to the University community by the UPO, via Presidential Issuance.~~

2. ~~Consideration for a Comprehensive Review of the entire policy will be conducted at least every five years by the RO, as prompted by the UPO. The extent of any changes resulting from this review will determine the review process. The UPO will note the date of all revisions in "Revision History" section of the policy document.~~

3. ~~Revised policy documents "red-lines" will be presented showing changes. If the changes are so extensive that it would be impractical to include the "red-lines," the existing policy document and the draft with the proposed revisions will be provided to the PAC at the time of review.~~

F. ~~Communicating, Promulgating, and Training~~

1. ~~Once the Policy has been issued, the UPO sends the announcement of a new or revised policy and Issuance Letter, on behalf of the President to the Chancellors, the Lawrence Berkeley National Laboratory Director, the Vice President-ANR, the Division Leaders, Campus Policy Managers Group, the PO, and all parties named in the Issuance Letter.~~

2. ~~The UPO will also publish the Policy in the Presidential Policy website.~~
3. ~~The RO and PO will deliver any additional communication or training.~~

~~G. Establishing an Interim Policy~~

1. ~~Based on special circumstances, which are approved on a case by case basis, the President may approve an Interim Presidential Policy outside of the Presidential Policy Approval Process. Interim Policies are approved for a 6-month time period, with possible supplemental approvals in 6-month intervals. The target date for completing the Presidential Policy Approval Process will be published at the time the Interim Policy is approved. Interim Policies should be finalized within one year.~~

~~Interim Policies can be issued while the RO is finalizing the development or revision of a policy and is effective for six months, with the possible renewal in additional six month increments. An Interim Policy must receive recommendation for approval by the PAC, OGC and the PSC with final approval by the President.~~

~~Interim Policies will be clearly marked in red as "INTERIM POLICY PENDING FINAL APPROVAL."~~

~~To derive the benefits of a standard policy document and the full review cycle, the Interim Policy must complete a Comprehensive Review outlined in this document, preferably within one year of the issuance of the Interim Policy.~~

~~H. Rescinding a Policy~~

1. ~~The RO identifies the need to rescind an existing policy or consolidate it with another policy.~~
1. ~~The PO discusses the proposed policy rescission with the UPO.~~
2. ~~The PO vets the potential Rescission with Stakeholders and necessary review committees.~~
3. ~~After the Rescission has been vetted, the UPO submits the policy and the Policy Action Form to the PAC members at their next meeting for approval. The PO attends the PAC meeting to answer questions.~~
4. ~~Upon PAC approval, the UPO sends the proposed Rescission to UCL OGC for final legal review and approval to ensure that the Rescission is legally appropriate and/or necessary.~~

~~Upon recommendation from PAC and UCL-OGC, the UPO publishes the policy on the Presidential Policy Office website for the 30-day comment period.~~

~~The UPO sends any comments received to the PO to respond~~

~~The RO and PO addresses and resolves any comments, questions, or concerns.~~

~~After the 30-days comment period, the Rescission recommendation is sent by the UPO to the PSC.~~

~~Upon PSC approval of the Rescission, the UPO drafts an information memo and Issuance Letter and submits it for the President's approval.~~

Once approved by the President, the UPO sends the Rescission notice to the Chancellors, the Lawrence Berkeley National Laboratory Director, the Vice President ANR, the Division Leaders, Campus Policy Managers, the PO, and all named parties in the Issuance Letter.

The UPO publishes the rescinded policy on the Presidential Policy website.

VI.   RELATED INFORMATION

Academic Review of Presidential Policy

Article IX, Section 9 of the California Constitution

Bylaws of The Regents

HR Policy Creation and Review ProcessSHR Policy Creation and Review Process

Policy Manuals & Guidelines

Policy Development Resources

Regents Policy 1000: Policy on Policies of the Regents of the University Of California

University of California Policy Governance

VII.   FREQUENTLY ASKED QUESTIONS

Frequently Ask QuestionsFrequently Ask Questions – to be updated[FAQ will be posted on the Presidential Policy website]

How to Contact the Universitywide Policy Office (policyoffice@ucop.edu)]

VIII. REVISION HISTORY

TBD, 2023: The policy underwent substantial revisions to standardize and clarify the approval process, requirements and responsibilities for development, revision, and rescission of Presidential Policies to promote compliance and efficiency.

Revisions include:

- updating the Policy name, scope, and summary to accurately reflect content;

- adding and updating definitions for terms frequently used and removal of terms that are not used;

- adding requirements such as:

    o use of gender-neutral terms;

    o cross-referencing of UC policies and laws for continued compliance and ease of maintenance;

    o New Presidential Policies must be proposed through a Policy Review, developed in accordance with the Policy Development Process, and approved in accordance with the Presidential Policy Approval Process;

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~~Establishing~~ Developing and Maintaining Presidential Policies

- o   all Presidential Policies must undergo a Policy Review every 5 years, or more frequently as necessary;
- o   a Compliance with Law Revision Process to handle changes to a policy that are for the purposes of law, rules, or regulations
- o   rescinded Policies on the website must also include reference where current information can be found (if applicable);
- o   policies must specify when a campus location delegation of authority is required, redelegatable and any restrictions on redelegations;
- o   Guidelines should be updated regularly to ensure the information remains current, useful, and in alignment with Presidential Policies
- adding responsibilities for the Policy Action Committee, Policy Steering Committee, Stakeholders, and Required Reviewers;
- revising procedures to describe the action steps for accomplishing required tasks that have to be completed; and
- editorial changes for readability and clarity.

August 3, 2021: The policy underwent technical revisions in order for Section II Definitions and Section V Procedures to read more clearly. Revisions include: updating embedded links; re-locating policy text for readability and clarity; and using defined terms consistently.

August 10, 2018: Initial issuance of this Policy. The Policy was also remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0.

~~APPENDIX~~

~~Flowcharts for the Review and Approval Process of Presidential Policies:~~

~~NEW POLICIES AND SUBSTANTIVE CHANGES~~

~~EXISTING POLICIES~~

~~RESCINDING POLICIES~~

Developing and Maintaining Presidential Policies ("Policy on Policies")

Responsible Officer:	SVP – Ethics, Compliance & Audit Services
Responsible Office:	EC - Ethics, Compliance & Audit Services
Issuance Date:	XX/XX/202X
Effective Date:	XX/XX/202X
Scope:	This Policy applies to all University locations and offices reviewing, developing, and revising Presidential Policies.

Contact:	Irene Levintov
Title:	Chief of Staff, ECAS
Email:	Irene.Levintov@ucop.edu
Phone:	(510) 987-0479

TABLE OF CONTENTS

I.   POLICY SUMMARY

The President is the Chief Executive Officer of the University and is responsible for promulgating Presidential Policies to ensure compliance responsibilities are met, carrying out the Regents' Bylaws and Policies (Governing Documents), and supporting the University's mission of teaching, research, and public service.

This Policy:

- Describes the University of California (UC) approval process and the rules and responsibilities for the development, revision, and rescission of Presidential Policies.

- Describes the procedural steps required for development and approval of new Presidential Policies, and review and approval of revision or rescission of existing Presidential Policies.

- Outlines required consultation with Required Reviewers.

A Presidential Policy is a governing directive that mandates or constrains actions and:

- Applies to all UC locations unless indicated otherwise in the policy;

- Ensures compliance with applicable federal, state and local laws and regulations; enhances UC's mission, promotes operational efficiencies, and/or reduces risk exposure;

- Endures from one Presidential administration to another and sets a course for the foreseeable future; and

- Receives approval by the President upon recommendation from the Policy Advisory Committee (PAC) and the Policy Steering Committee (PSC).

See the University Policy Office (UPO) website for additional information on the differences between a policy and a procedure.

Presidential Policies may address all operations of the University except for those reserved to the Board of Regents, to the Principal Officers of the Regents, to the Academic Senate, or delegated to the Provost and Executive Vice President of Academic Affairs.

II.   DEFINITIONS

Campus Policy Managers/Group: Individuals/offices for each campus responsible for local policy management who may serve in an advisory role to the UPO. The list of campus policy contacts are available on the UPO website.

Compliance with Law Revision: Changes to a Presidential Policy's content, mandates, or principles that are for the purposes of compliance with law, rules, or regulations.

Compliance with Law Revision Process: The steps required to perform a Compliance with Law Revision, including review by UCL-OGC, approval by the Responsible Officer, and issuance by the University Policy Office.

Effective Date: The date that the version of the Presidential Policy is first enforceable.

Guideline: Supplemental materials that describe best practices or the recommended processes for implementing a policy or addressing a particular policy topic. It is not a directive that mandates or constrains actions.

Interim Policy: A provisional/temporary policy issued when a Presidential Policy is needed within a period too short for the full Policy Development Process or Policy Revision Process to be completed.

Issuance Date: The date of the Issuance Letter for the new or revised Presidential Policy.

Issuance Letter: A cover letter signed by the President (for New Policy, Substantive Revision, and Rescission Processes) or University Policy Office (for Technical and Compliance with Law Revision Processes) that officially issues a Presidential Policy to the UC Community and makes the Policy available to the public on the Presidential Policy website.

Policy Action Form: A required form used to propose a new Policy, Technical Revisions, Substantive Revisions, Compliance with Law Revisions, or Rescission of a Policy that must be presented to PAC as a critical part of the Presidential Policy Approval Process. The form is available on the UPO website.

Policy Advisory Committee (PAC): The PSC-designated group responsible for reviewing all proposed Presidential Policies and recommending them for approval to the PSC. PAC members represent divisions of the Office of the President and include a representative from the Campus Policy Managers Group. PAC membership is available on the Policy Governance Site.

Policy Development Process: The steps required to develop a Presidential Policy prior to the Presidential Policy Approval Process, including consultation with Stakeholders and Required Reviewers, and review by UC Legal – Office of the General Counsel, Office of the President (UCL-OGC).

Policy Owner (PO): The individual (by position) designated by the Responsible Officer (RO) who serves as the subject matter expert and is responsible for interpreting, and responding to questions regarding a Presidential Policy. The PO is typically designated on the Policy Template as the contact person.

Policy Review: An analysis performed by the RO to assess whether there is a need for a new Presidential Policy or assess whether an existing Presidential Policy is up-to-date, effective, and/or still necessary, which includes appointment of a PO, completion of the Policy Action Form, and discussion with PAC on next steps.

Policy Revision Process: The collective term for the three different processes that can result from a Policy Review of an existing Policy: Technical Revision Process; Substantive Revision Process; and Rescission Process.

Policy Steering Committee (PSC): The committee comprised of the President's direct reports responsible for overseeing the Presidential Policy Approval Process and recommending policy issuance to the President. The SVP--Chief of Compliance and Audit Officer of Ethics, Compliance, and Audit Services chairs the PSC. PSC membership is available on the Policy Governance Site.

Presidential Policy Approval Process: The steps required for approval of new Presidential Policies and Presidential Policies undergoing Substantive Revisions or being recommended for Rescission, including preliminary review and approval by PAC, a Systemwide Comment Period, final review and approval by PAC, final legal review and approval by UCL-OGC, review and approval by PSC and issuance by the President.

Presidential Policy Template (Template): The approved standardized format and style for all Presidential Policies. The Template is available on the UPO website. Adherence to

the Template is required for consistency and to ensure accessibility by users with specific information technology needs.

Procedure: A step-by-step description of the tasks required to implement a Presidential Policy. Procedures, as applicable, in Presidential Policies are typically high-level and include steps and implementation mandates that all locations must follow.

Required Reviewers: The mandatory reviewing bodies for the PO to consult with, such as Academic Senate; Academic Personnel and Programs (APP); Systemwide Human Resources (SHR); and Graduate, Undergraduate and Equity Affairs (GUEA).

Rescission: The decommissioning of a Presidential Policy (either in whole or in part) that is no longer needed or where the content has been incorporated into another policy.

Rescission Process: The steps required to perform the Rescission of a Presidential Policy, including consultation with Stakeholders, Required Reviewers, and review by UCL-OGC.

Responsible Office: The office designated by the President responsible for oversight of the Presidential Policies that fall within its areas of responsibility.

Responsible Officer (RO): The senior level executive who heads the Responsible Office

Stakeholder(s): An individual or group from across the UC system with subject matter expertise and/or a substantive interest in a particular Presidential Policy, or its implementation, who is consulted to provide comments on a proposed draft.

Substantive Revision: Significant changes to a Presidential Policy's content, mandates, or principles that materially change the intent, directive, scope, impacts, and/or substance of the Policy.

Substantive Revision Process: The steps required to perform a Substantive Revision preparatory to the Presidential Policy Approval Process, including consultation with Stakeholders, Required Reviewers, and review by UCL-OGC.

Systemwide Comment Period: A Presidential Policy comment period that includes the entire UC Community and encompasses all of the calendar days in the specified duration. Typically, Systemwide Comment Periods are:

- 90-days for a new Policy, or a Policy undergoing the Substantive Revision Process.

- 30-days for a Policy undergoing the Rescission Process.

Systemwide Notification Period: A notification period prior to issuance of a Presidential Policy that includes the entire UC Community and encompasses all of the calendar days in a specified duration. Typically, Systemwide Notification Periods are 30 days for an existing policy undergoing a Technical Revision or Compliance with Law Revision.

Technical Revision: A Presidential Policy revision that *does not materially change the intent or directive of the policy*, such as: Changes due to University Presidential reorganization, updating contact information, correcting links, typographical amendments, adding language for clarification, changes to legal code numbering, or a change of the Responsible Office. The need for Technical Revisions are determined by the Policy

Owner, approved by the Responsible Officer, and do not require PAC and UCL-OGC review and approval, but require a Systemwide Notification Period.

Technical Revision Process: The steps required to perform a Technical Revision including approval by the Responsible Officer and issuance by the University Policy Office.

University Policy Office (UPO): The office designated by the President within the Ethics, Compliance and Audit Services department that manages the Presidential Policy website, the Presidential Policy Approval Process and chairs PAC and PSC. The UPO coordinates the review, development, and revision of Presidential Policies and is charged with stewardship of the Presidential Policy Template and maintaining a central repository of Presidential Policies.

III.   POLICY TEXT

All Presidential Policies are subject to this Policy , which is designed to foster broad and timely review, approval, and dissemination of important governance and administrative information, and to make it readily accessible to internal and external audiences.

Policies developed by and applicable only to a specific UC location are not required to follow the procedures set forth below. However, consistent with the principles outlined in this Policy, the Executive Officer, or their designee, at each UC location, must establish a local policy or procedure to implement a standardized policy management process. Policies at each UC location must be compliant with any related Presidential Policy and ensure compliance with applicable federal, state, and local laws and regulations.

A. Presidential Policies demonstrates accountability in support of the UC's mission and are subject to the following tenets:

1. Presidential Policies must be written in plain language. Plain language is clear, succinct writing designed to ensure all audiences understand the content as quickly and completely as possible. Plain language does not include field-specific language, except where necessary or where defined. When drafting a policy, the POs must make every attempt to integrate the specific topic or issue within the entire framework of the Presidential Policy.

2. Presidential Policies must meet accessibility standards (see Information Technology Accessibility IMT-1300).

3. Presidential Policies must use neutral, non-binary terms, and avoid gendered references (such as freshman, chairman, congressman, him/her/he/she, etc.).

4. Presidential Policies should be written in an equitable manner with consideration for undesirable impacts on under-served marginalized individuals or groups to increase broader engagement or eliminate barriers.

5. In general, where other UC policies or laws intersect or overlap, text must be cross-referenced rather than repeated in the Policy to ensure continued alignment;

6. Presidential Policies must conform to the standard format by using the Presidential Policy Template (Template).

B. Presidential Policies must conform to the following, which are discussed in further detail in Section V:

1. New Presidential Policies must be proposed through a Policy Review, developed in accordance with the Policy Development Process, and approved in accordance with the Presidential Policy Approval Process outlined in Section V, to ensure that the Policy is necessary, appropriate, and aligned with Regents Policies and other UC policies.

2. Presidential Policies must undergo a Policy Review every five (5) years, or more frequently as necessary, to ensure that each policy reflects current practice, Government regulations, laws, and guidelines and is aligned with other Regents Policies and UC policies.

3. Approved Presidential Policies are published on the [Presidential Policy website](#).

4. Rescinded Presidential Policies must be included on the Presidential Policy website with a brief justification of the reason for rescission and reference to where current information can be found (if applicable). Archived Rescinded Policies are available by request from the UPO at [policyoffice@ucop](#).edu.

C. The following information apply to Presidential Policies:

1. Policy statements are distinct from Procedures. Procedures that include high-level steps and implementation mandates may be included in a separate section within the Presidential Policy. Departmental or unit-specific procedures that do not require executive-level review and approval may be maintained by the department or unit. Presidential Policies typically do not include specific campus implementation steps or processes that are not applicable across the UC system.

2. Presidential Policies assign authority for high-level actions, including exceptions if any, and specify when a location delegation of authority is required, redelegatable, and any restrictions on redelegations.

3. Guidelines should be located on departmental or unit websites and referenced in corresponding Presidential Policies, as necessary. Guidelines should be updated regularly to ensure the information remains current, useful, and in alignment with Presidential Policies.

IV.   COMPLIANCE / RESPONSIBILITIES

A. Responsible Office/Officer (RO) is charged with:

- Identifying the need for a new policy;

- Conducting a Policy Review every five years, or more frequently as necessary based on new regulatory requirements, risk assessments, strategic position, or other relevant considerations, including alignment with other Presidential Policies;

- Designating a PO for guiding the Policy through the Policy Development or Policy Revision Processes and the Presidential Policy Approval Process, and interpreting and responding to questions;

- Developing and communicating any related implementing Guidelines and developing training as required by the Policy or applicable laws;

- Reviewing and approving a Technical Revision or a Compliance with Law Revision to an existing Policy;

- Ensuring that consultation has occurred with Stakeholders and Required Reviewers; and

- Disseminating the Presidential Policy to Stakeholders once the President has issued it.

When a particular subject closely aligns with more than one functional area, more than one RO may be assigned.

B. **Policy Owner (PO)** is charged with:

- Collaborating with the UPO during a Policy Review prior to development of a draft Policy;

- Completing the [Policy Action Form, as necessary, throughout the Policy Review, Policy Development or Policy Revision Processes](#) and submitting it to the RO for approval;

- Consulting with Stakeholders and incorporating their comments and suggestions as needed into the draft Policy;

- In collaboration with the UPO, conducting consultation with Required Reviewers as required by The Regents Policies, Academic Senate rules, Union contracts, and this policy;

- Working with the appropriate staff in UCL-OGC for legal advice and review;

- Completing and submitting the draft Policy and any supporting documents in accordance with the Presidential Policy Approval Process. Sharing with the UPO and PAC a summary of the feedback received and its disposition in the final draft Policy;

- Responsible for distributing draft policy for Systemwide Comment Period

- Keeping abreast of changes in federal, state, and local laws and communicating with the RO on proposed Policy revisions; and

- Typically acting as primary contact person to interpret and respond to questions about the Presidential Policy.

When a particular Presidential Policy applies to members of the UC community in more than one functional area, more than one PO may be assigned.

C. **Members of the UC Community:** Are responsible for understanding and complying with Presidential Policies that apply to them.

D. **University Policy Office (UPO)** is charged with:

- Maintaining the Presidential Policy website;

- Coordinating with RO/PO during a Policy Review;

- Determining with the PO whether to move a Policy forward to the Policy Development Process or Policy Revision Process and, for existing Policies, identifying the appropriate Policy Revision Process;

- Responsible for distributing draft through the Systemwide Notification Period

- Overseeing the Presidential Policy Approval Process and chairing PAC and PSC;

- Advising the PSC and the President regarding issues that arise surrounding specific policies; and

- Coordinating distribution of the Presidential Policies to the Members of the UC Community. (UC locations should establish their own internal process for review and comment on Presidential policies sent for Systemwide Comment.)

E. **Policy Advisory Committee (PAC)** is charged with:

- Preliminarily reviewing and approving a draft Policy in accordance with the Presidential Policy Approval Process and determining the appropriate timeline for the Systemwide Comment Period; and

- Conducting a review of the draft Policy after the Systemwide Comment Period and determining whether to recommend the Policy move forward for UCL-OGC review.

- For New Policy, Substantive Revision, and Rescission Process, advances final draft to PSC for approval

F. **Policy Steering Committee (PSC)** is charged with:

- Conducting a review of draft Policy and recommending whether to move policy forward for Presidential approval.

G. **Stakeholders and Required Reviewers** are charged with:

- Consulting with the PO on the development of a draft Policy in accordance with the Policy Development Process or Policy Revision Process.

- Providing input, guidance, and feedback when requested on appropriate policies affecting their subject area(s).

V.   PROCEDURES

Presidential Policies must conform to these Procedures, as applicable. Some policies predate the issuance of the Policy, and have not yet undergone the Procedures outlined herein. They remain official Presidential Policies and, upon completion of the next Substantive Revision Process, will have completed this process and brought into compliance.

A. Policy Review

A Policy Review assesses whether there is a need for a new Presidential Policy or whether an existing Policy is up-to-date, effective, and/or still necessary. A Policy Review may be precipitated by external factors, such as changes to law, regulation, technology, or internal factors, such as stakeholder feedback, risk assessment, or a gap analysis.

1. RO identifies the need for a Policy Review, or UPO prompts RO to conduct a Policy Review. If the Policy Review is for an existing Policy this must occur, at a minimum, every five years.

2. RO appoints a PO to consult with the UPO in developing the Policy.

3. PO completes the Policy Review section of the Policy Action Form and presents the form to UPO in order to determine whether to move forward with the Policy Review, which groups to consult with during the process (Stakeholders, Required Reviewers, UCL-OGC), and which policy process to complete.

4. PO and UPO determine whether to move forward with the Policy Development Process or the Policy Revision Process.

   For a new Policy, PO completes the Policy Development Process (See Section B below).

   For an existing Policy, PO completes the appropriate Policy Revision Process (See Section C below) as identified by UPO.

B. Policy Development Process

A new Presidential Policy is developed and used by ROs to support the missions of their units and often to meet regulatory and legislative requirements. Any individual or unit may identify the need for a new Policy, but at least one RO must sponsor its development and be accountable for the content of its principles, oversight, and implementation, and Procedures.

1. The Policy Action Form acts as a guide for RO and PO with development and drafting the Policy.

2. PO develops the content of the draft Policy in consultation with Stakeholders and Required Reviewers

3. Consultation with UCL-OGC may be necessary based on the Policy Review.

4. All substantial feedback should be carefully considered and adjudicated before moving forward.

   Once RO approves the draft of the Policy, the Policy Owner completes the appropriate section of the Policy Action Form prior to the commencement of the Presidential Policy Approval Process (See Section D below).

C. Policy Revision Process

Following the Policy Review of an existing Policy, PO and UPO determine whether to complete the Substantive Revision Process, Technical Revision Process, Compliance with Law Revision Process, or Rescission Process.

1. **Substantive Revision Process**

    a. The Policy Action Form acts as a guide for the PO with development and drafting the Policy revision.

    b. PO develops the content of the Policy revision in consultation with Stakeholders and Required Reviewers.

    c. All substantial feedback should be carefully considered and adjudicated before moving forward. Consultation with UCL-OGC may be necessary based on the Policy Review.

    d. Once the RO approves the draft revision, the PO completes a "track-changes" version (with changes identified) and the appropriate section of the Policy Action Form prior to commencement of the Presidential Policy Approval Process.

2. **Technical Revision Process**

    a. The Policy Action Form acts as a guide for PO with drafting the Policy revision.

    b. PO receives approval from RO.

    c. PO sends a "track-changes" version of the updated Policy draft to UPO.

    Note: Policies undergoing the Technical Revision Process do not need to complete the Presidential Policy Approval Process. These revisions will go to PAC for notification purposes and will complete a Systemwide Notification Period. These revisions may be approved by the Responsible Officer, issued by the University Policy Office, and move to the Communicating and Disseminating the Presidential Policy (See Section E below).

3. **Compliance with Law Revision Process**

    a. The Policy Action Form acts as a guide for PO with drafting the Policy revision.

    b. PO develops the content of the Policy revision in consultation with UCL-OGC.

    c. PO receives approval from RO.

    d. PO sends a "track-changes" version of the updated Policy draft to UPO.

    Note: Policies undergoing the Compliance with Law Revision Process do not need to complete the full Presidential Policy Approval Process. These revisions will go to PAC for notification purposes and will complete a Systemwide Notification Period. These revisions may be approved by the Responsible Officer, issued by the University Policy Office, and move to the Communicating and Disseminating the Presidential Policy (See Section E below).

4. **Rescission Process**

a. The Policy Action Form acts as a guide for PO with drafting the case for Policy Rescission (in whole or in part).

b. PO develops the content of the case for rescission (including reference to location where current information will be found) in consultation with Stakeholders and Required Reviewers.

c. All substantial feedback should be carefully considered and adjudicated before moving forward.Consultation with UCL-OGC may be necessary based on the Policy Review.

d. Once the RO approves, PO completes a draft case for rescission and the appropriate section of the Policy Action Form prior to commencement of the Presidential Policy Approval Process.

D. Presidential Policy Approval Process

1. UPO distributes a draft (or the case for rescission) of the Policy, Policy Action Form, and any attachments to PAC for review in advance of a PAC meeting.

    a. If PAC approves the proposed policy action, UPO moves the draft Presidential Policy forward to the Systemwide Comment Period (See Item 2 below).

    b. PAC may determine that sufficient consultation has not occurred or the incorrect Policy Revision Process has been applied, and require additional work on the draft Presidential Policy, or case for rescission. (In these cases, PO must see Section B or C above and re-start process.)

2. PAC determines the duration of the Systemwide Comment Period. PO completes a cover letter to accompany the draft Presidential Policy, Policy revision, or case for rescission. In order to ensure the draft is communicated broadly for comment, PO sends the draft with cover letter to Stakeholders and Required Reviewers. UPO sends the draft Presidential Policy to the Campus Policy Managers Group, and posts the draft with cover letter on the UPO website.

    a. New Policies and Policies undergoing a Substantive Revision complete a 90-day comment period.

    b. Policies undergoing the Rescission Process complete a 30-day comment period.

    Note: Comment periods may change based upon recommendation from PAC. The majority of the Systemwide Comment Period should occur during the Academic Year.

3. Upon Systemwide Comment Period completion, PO completes the 'Systemwide Comment Period Feedback' section on the Policy Action Form to summarize comments received and their disposition. PO submits the completed form to UPO.

4. UPO distributes the draft Policy and completed Policy Action Form with the Systemwide Comment Period Feedback section to PAC for review in advance of a PAC meeting. PO presents the feedback received and any changes to the draft Policy, or case for rescission.

a. If PAC approves the draft Presidential Policy, UPO moves the draft Policy forward. PAC may recommend changes to PO due to feedback received during the Systemwide Comment Period, but still approve the draft Policy.

b. PAC may determine that due to feedback received during the Systemwide Comment Period, PO must complete more consultation with necessary Stakeholders and Required Reviewers, require additional work on the draft Policy, or case for rescission (In these cases, PO must see Section B or C above and re-start the process.)

5. If approved by PAC, PO finalizes any changes to the draft Presidential Policy, or case for rescission, and provides the final version to UPO who sends the proposed Policy, or case for rescission, to UCL-OGC for final legal review.

Note: There may be occasions where UCL-OGC recommends edits to the draft Presidential Policy before it goes to PSC. PO revises the draft Policy before it goes to PSC.

6. After completion of the legal review, UPO submits the final draft Presidential Policy, or case for rescission, to PSC for final review, and recommendation for Presidential approval.

a. PSC typically provides approval electronically, but any PSC member may request an in-person meeting.

b. PSC members are generally provided 10 business days for review and recommendation for approval.

c. Any "not approved" responses from PSC members may require a formal meeting with PO and RO that will be conveyed to the President for final review.

7. Upon PSC approval, UPO prepares and submits the Presidential Policy and Issuance Letter for the President's final review and approval.

8. The President issues the Presidential Policy by signing the Issuance Letter.

E. Communicating and Disseminating the Presidential Policy

1. A new Presidential Policy and all Revision Processes require an Issuance Letter.

a. New Policies, Substantive Revisions, and Rescissions must be issued by the President

b. Technical Revisions and Compliance with Law Revisions are approved by RO and issued by UPO.

2. The Issuance Letter and Presidential Policy, or case for rescission, are disseminated by UPO, on behalf of the President, to the Chancellors, Lawrence Berkeley National Laboratory Director, Vice President-ANR, Systemwide Division Leaders, Systemwide Academic Senate Chair, Campus Policy Managers, the PO and all named parties in the Issuance Letter.

3. RO distributes the Presidential Policy to the Stakeholders and Required Reviewers.

4. The UPO publishes the Presidential Policy or the case for rescission on the Presidential Policy website.

5. RO and PO delivers any additional communication or training.

F. Interim Policies

In special circumstances, which are approved on a case-by-case basis, the President may approve a Presidential Policy as an Interim Policy.

1. RO and PO completes the necessary steps of the Policy Review (See Section A above).

2. If it is determined at the outset of a Policy Review that the draft Presidential Policy needs to be completed as an Interim Policy, PO completes the Policy Action Form and meets with UPO to determine the appropriate steps to complete the Policy Development Process or Policy Revision Process.

3. If a draft Policy is already in the Policy Development Process or Policy Revision Process and it is determined that the draft Policy needs to be completed as an Interim Policy, then the draft Policy will move to the Presidential Policy Approval Process. RO must continue to finalize the Policy Development Process or Policy Revision Process.

   Note: At a minimum, the PO must consult with Required Reviewers (even if in an expedited manner) and must receive approval from PAC, review by the UCL-OGC, and approval by the PSC before Presidential approval.

4. An Interim Policy must be approved through the Presidential Policy Approval Process, but may need to delay steps such as the Systemwide Comment Period. Interim Policies are approved for a 12-month time period, with possible supplemental approval in 12-month intervals. An Interim Policy must complete the Policy Development Process or Policy Revision Process (See Section B or C above), preferably within two years of the issuance of the Interim Policy.

5. Interim Policies are clearly marked as "INTERIM POLICY".

6. Once the Interim Policy is approved, the process moves ahead to Communicating and Disseminating the (Interim) Presidential Policy (See Section E above).

7. The target date for completing the Presidential Policy Approval Process is published at the time the Interim Policy is approved.

VI.   RELATED INFORMATION

Academic Review of Presidential Policy

Article IX, Section 9 of the California Constitution

Bylaws of The Regents

[SHR Policy Creation and Review Process](#)

[Policy Manuals & Guidelines](#)

[Policy Development Resources](#)

[Regents Policy 1000: Policy on Policies of the Regents of the University Of California](#)

[University of California Policy Governance](#)

VII. FREQUENTLY ASKED QUESTIONS

Frequently Ask Questions – [FAQ will be posted on the Presidential Policy website]

How to Contact the [Universitywide Policy Office](#) (policyoffice@ucop.edu)]

VIII. REVISION HISTORY

TBD, 2023: The policy underwent substantial revisions to standardize and clarify the approval process, requirements and responsibilities for development, revision, and rescission of Presidential Policies to promote compliance and efficiency.

Revisions include:

- updating the Policy name, scope, and summary to accurately reflect content;

- adding and updating definitions for terms frequently used and removal of terms that are not used;

- adding requirements such as:

  o use of gender-neutral terms;

  o cross-referencing of UC policies and laws for continued compliance and ease of maintenance;

  o New Presidential Policies must be proposed through a Policy Review, developed in accordance with the Policy Development Process, and approved in accordance with the Presidential Policy Approval Process;

  o all Presidential Policies must undergo a Policy Review every 5 years, or more frequently as necessary;

  o a Compliance with Law Revision Process to handle changes to a policy that are for the purposes of law, rules, or regulations

  o rescinded Policies on the website must also include reference where current information can be found (if applicable);

  o policies must specify when a campus location delegation of authority is required, redelegatable and any restrictions on redelegations;

  o Guidelines should be updated regularly to ensure the information remains current, useful, and in alignment with Presidential Policies

- adding responsibilities for the Policy Action Committee, Policy Steering Committee, Stakeholders, and Required Reviewers;

- revising procedures to describe the action steps for accomplishing required tasks that have to be completed; and

- editorial changes for readability and clarity.

August 3, 2021: The policy underwent technical revisions in order for Section II Definitions and Section V Procedures to read more clearly. Revisions include: updating embedded links; re-locating policy text for readability and clarity; and using defined terms consistently.

August 10, 2018: Initial issuance of this Policy. The Policy was also remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0.