Administrative Policy and Procedure Development Worksheet

This worksheet documents the vetting of the policy/procedure. Upon completion of management review, submit completed worksheet to policy@ucmerced.edu. For more information review the Policy/Procedure Process.

Policy Contact: Email:

Division/Department: Phone:

POLICY/PROCEDURE INFORMATION

New   Revision   Policy   Procedure   Other:

Name of Policy/Procedure:

CAMPUS INVOLVEMENT AND MANAGEMENT REVIEW

Identify all constituencies impacted by this policy/procedure:

Staff   Faculty   Students   Alumni

Donors   Affiliates   Visitors   Others (specify):

Identify departments, offices, groups, clubs, and individuals who reviewed this draft policy/procedure:

Academic Affairs

Campus Counsel

Equity, Diversity, Inclusion

Ethics, Compliance, Audit, & Risk

External Relations

Finance & Administration

Human Resources

Information Technology

Physical Operations, Planning & Development

Research & Economic Development

Student Affairs

Other:

Other:

IMPLEMENTATION STRATEGY/COMMUNICATION PLAN

Implementation of this policy/procedure will involve:

Announcement   Training   Committee   Procedure/Guideline   Other

Describe implementation strategy (i.e., target audience, details of training or committee, location of flyers):