



## Administrative Policy and Procedure Initiation Worksheet

This worksheet serves to outline need, identify potential stakeholders, and obtain sponsorship of responsible officials. Prior to drafting a new/revised policy/procedure, complete this worksheet and obtain approval signature(s) from the responsible official(s). If revising an existing policy/procedure attach a copy of the current policy/procedure. Submit completed worksheet to [policy@ucmerced.edu](mailto:policy@ucmerced.edu). For more information review the [Policy/Procedure Process](#).

Policy Contact:

Email:

Division/Department:

Phone:

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**POLICY/PROCEDURE INFORMATION**

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New

Revision

Policy

Procedure

Other:

Name of Policy/Procedure:

Responsible Office:

Responsible Official:

Reason for new or revised policy/procedure:

Federal Law/Regulation

UC Policy

Risk Avoidance

Best Practice

State Law/Regulation

Other:

Describe in detail, reasons why the new policy/procedure or change to existing policy/procedure is needed:

Summarize the new policy/procedure or changes to the existing policy/procedure:

List policies or procedures that should be referenced by the new/revised policy/procedure:

List policies or procedures that may be impacted by the new/revised policy/procedure:

Name of Policy/Procedure:

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**CAMPUS IMPACT**

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Identify all constituencies impacted by this policy/procedure:

Staff                  Faculty                  Students                  Alumni  
Donors                  Affiliates                  Visitors                  Other(s):

Identify organizations impacted by this policy/procedure:

Academic Affairs                                  Campus Counsel                                  Equity, Diversity, Inclusion  
Ethics, Compliance, Audit, & Risk                  External Relations                                  Finance & Administration  
Human Resources                                  Information Technology                                  Student Affairs  
Physical Operations, Planning & Development                                  Research & Economic Development  
Other(s):

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**ENDORSEMENT OF RESPONSIBLE OFFICIAL(S) AND POLICY CONTACT**

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Campus policies and procedures must be sponsored and endorsed by at least one (1) Responsible Official at the Vice Chancellor level or above.

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Title of Responsible/Sponsoring Official                                  Signature                                  Date

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Title of Responsible/Sponsoring Official                                  Signature                                  Date

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Title of Responsible/Sponsoring Official                                  Signature                                  Date

Responsible/Sponsoring Official(s): Please check the following as appropriate:

- The Responsible/Sponsoring Official(s) would like to review the policy/procedure before it is published.
- The policy/procedure requires the approval of **all** Vice Chancellors before it is published.

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Title of Policy Contact                                  Signature                                  Date