



1. Policy Development Worksheet and First Policy Draft

The Policy Development Worksheet is intended to provide Administrative Policy Coordination with an overview of the purpose of the action being taken, changes being made, and any other critical preliminary information.

The head of the Responsible Office (Vice Chancellor level and above) must endorse the worksheet before it is submitted to Administrative Policy Coordination in Controls and Accountability.

2. First Review

The first review by Administrative Policy Coordination serves two purposes: 1) to review the completed Policy Development Worksheet; and 2) to provide cursory and preliminary review of the policy itself.

In reviewing the Worksheet, Administrative Policy Coordination will be in a better position to evaluate what other offices may need to be specifically informed of the policy changes. This includes the Office of the General Counsel, if the action is being taken due to a change in federal or state laws or regulations.

The review of the policy itself is meant as a cursory review, to ensure the policy follows the UC Merced Statement on Campus Policy and Procedure. This includes ensuring that the policy follows the format and font requirements.

3. Notice of Proposed Change and Circulation for Comment

After review by Administrative Policy Coordination, the policy is posted for comments, and affected parties' opinions are solicited and comments encouraged. After 30 days have passed, the comments are collected and reviewed by the Responsible Office. The Responsible Office then implements or chooses to disregard the comments, and creates a final policy draft.

4. Re-Submission to Administrative Policy Coordination

After the commenting period ends, the final policy is re-submitted to Administrative Policy Coordination with any modifications based on the commentary. Administrative Policy Coordination provides another cursory review, similar to **2**.

5. Approval by Chancellor's Cabinet

After review by Administrative Policy Coordination, the Responsible Officer takes the policy to the Chancellor's Cabinet for final approval. If any changes are made to the policy after the Cabinet review, the policy is resubmitted to Administrative Policy Coordination for another review, similar to **4**.

6. Publication

Once approved, all the review documents are filed with Administrative Policy Coordination. The policy is published to the UC Merced Policy and Procedure website and an email is distributed to all necessary parties informing them of the official change.