

**UNIVERSITY OF CALIFORNIA, MERCED**  
**STATEMENT ON CAMPUS POLICY AND PROCEDURE**

RESPONSIBLE OFFICIAL : Vice Chancellor Administration  
EFFECTIVE DATE : April 2, 2007  
REVISION NUMBER : Original<sup>1</sup>  
NUMBER OF PAGES : 4

**REFERENCES AND RESOURCES:**

[University of California Policy](#)

[Presidential Policies: Development, Coordination, Review and Issuance](#)

**SUMMARY OF POLICY:**

UC Merced Policy and Procedure Statements are maintained by the designated Campus Policy Coordinator and published electronically on the Official University Policy and Procedure Statements website to insure access for all employees. Whenever appropriate, links are provided to related sources of authority, both internal to the University and external, such as state and federal codes and regulations. Links are also provided to and from Departmental sites.

Members of the campus community are responsible for identifying the institutional need for campus policy and procedural guideline information that addresses accountability, resourcefulness and efficiency in meeting the University's teaching, research, and public service obligations. Managers and their supporting staff who create, monitor and administer policies are expected to continually seek ways to simplify them, to eliminate those that have outlived their usefulness, and to clarify those that are hard to understand. Efforts to streamline policies that over-control risks, costing more to administer than potential losses warrant, are as important as proposing new policies. Proposing and preparing new drafts that will be reviewed by affected operating units and other constituencies should be coordinated with the Campus Policies Coordinator

**DEFINITION(S)**

**Policy:** A policy establishes the framework for what will or will not be done on a campus. Policy statements reflect the "rules" governing the implementation of campus processes. When the campus implements a specific UC system wide policy, the system wide policy should be referenced in the campus Statement but should not be restated as a campus policy. Policy statements should include what should or should not be done, why the policy was established and who is responsible for the policy.

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<sup>1</sup> The Chancellor's approval is to be obtained on the Original Policy and/or Procedure. Signed document to be kept in the Department's files; copy to Vice Chancellor of the Department and the Policy Coordinator.

**Guidelines and Procedures:** Guidelines and procedures reflect current operational models or standards for completing routine and exceptional business tasks. Unlike policy statements, guidelines and procedures should include whatever level of detail is necessary for users, the persons who must follow the procedure, to complete the task properly. Procedural guidelines evolve over time as new tools emerge, new processes are designed, and the risks associated with a campus process changes in response to internal or external environmental changes. Guidelines and procedures should include reference to the policy, definition of the task, statements of specific steps, examples of the process, forms required as attachments, and contact information.

## **PROCEDURES:**

This procedure excludes certain academic and student policy.

System wide policy issued by the President of the University of California is endorsed and issued as UC Merced policy by the Chancellor. Policies unique to the UC Merced campus are also issued by the Chancellor after appropriate review, participation and cooperation of multiple cross functional groups. Campus Guidelines and Procedures for these policies are issued by the appropriate Vice Chancellor. All Policy and Procedural Statements must be approved by appropriate campus administrators prior to issuance and posting. Certain policies must be approved by the Faculty Senate, student groups, or others.

While it is preferable to have campus policy stated separately, it is always permissible to include policies, guidelines and procedures in the same Statement.

All Statements should be brought to the Chancellor's Cabinet by the appropriate Vice Chancellor. The format of these Statements is standardized in accordance with Attachment I and Attachment II. The Campus Policy Coordinator will assure compliance with the format and expedite the review and promulgation of the Statement.

The **Campus Policy Coordinator** is responsible for administration of the policies and procedural guidelines function for the UC Merced campus, which includes:

- Coordinating campus review and promulgation of administrative policies and procedures issued by The Regents and the Office of the President.
- Developing, editing, and reviewing campus administrative policies and procedural guidelines in coordination with campus administrative departments.
- Editing and reviewing, for format only, other policies in coordination with Campus Departments.
- Coordinating the development and issuance of campus Delegations of Authority.
- Publishing policy, procedural statements, and Delegations of Authority information on the official web site.
- Serving as a consulting resource to campus administrative officers, to policy and procedure section owners, and to the campus community at-large.

- Communicating with campus officers and administrators regarding new and revised policies and procedural statements.

**ATTACHMENTS:**

Attachment I – [Format and Font requirements for Policy Statement](#)

Attachment II – [Format and Font requirements for Guideline or Procedure Statement](#)

Attachment III – Flow Chart for posting Policies, Guidelines and Procedures

**UNIVERSITY OF CALIFORNIA, MERCED**

**STATEMENT ON CAMPUS POLICY**

**Attachment I**  
Format and Font<sup>2</sup> for Policy

RESPONSIBLE OFFICIAL :  
EFFECTIVE DATE :  
REVISION NUMBER : Original  
NUMBER OF PAGES :

**REFERENCES AND RESOURCES:**

List all references

**BACKGROUND:**

**POLICY:**

**DEFINITION(S)**

**ATTACHMENTS:**

Attachment I –  
Attachment II –

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<sup>2</sup> Body of Document: Verdana, 11; Footers: Verdana, 9; Footnotes, Latha, 9

**UNIVERSITY OF CALIFORNIA, MERCED**

**STATEMENT ON CAMPUS PROCEDURE**

**Attachment II**

Format and Font<sup>3</sup> for Guidelines and/or Procedure

RESPONSIBLE OFFICIAL :  
EFFECTIVE DATE :  
REVISION NUMBER : Original  
NUMBER OF PAGES :

**REFERENCES AND RESOURCES:**

List all references

**SUMMARY OF POLICY:**

**DEFINITION(S)**

**PROCEDURES:**

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**ATTACHMENTS:**

Attachment I –

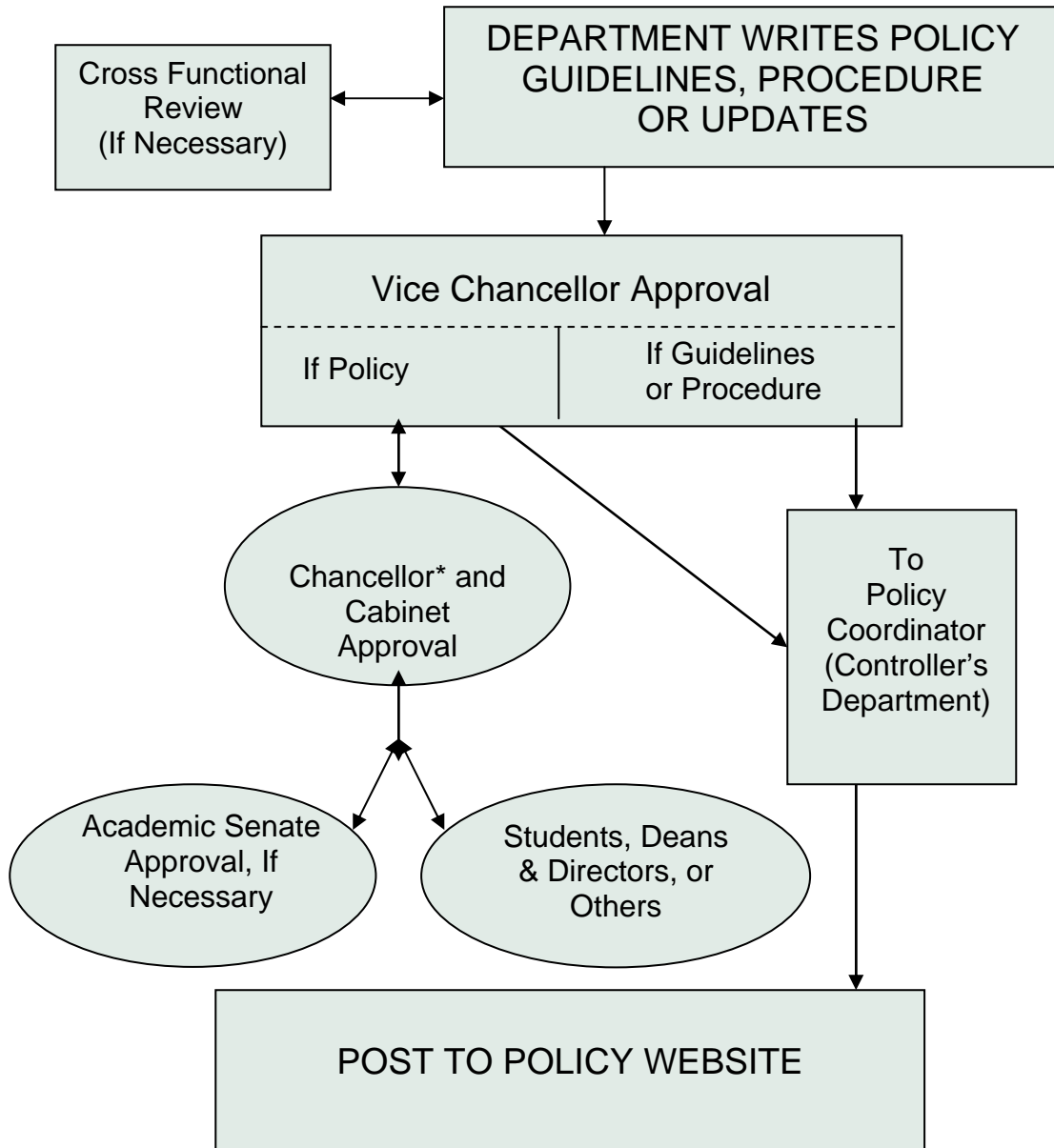
Attachment II –

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<sup>3</sup> Body of Document: Verdana, 11; Footers: Verdana, 9; Footnotes, Latha, 9

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STATEMENT ON CAMPUS POLICY AND PROCEDURE**

**Attachment III  
Flow Chart**



\*At the discretion of the Chancellor and Cabinet, Policy and Procedure will be referred to Academic Senate and/or Students, Deans and Directors or others for Review.