

Administrative Policy Development Process – Roles & Responsibilities Overview

	Preparation & Research	Drafting the Policy	Review & Consultation	Finalization & Approval	Issuance & Implementation
Policy Owner/Writer (PW)	<p>Review UCM Policy Writer Guidelines</p> <ul style="list-style-type: none">Consult with DPC on policy proposal.Research to learn if there are similar policies on campus or across the UC.Develop an outline to illustrate the purpose and objectives of the policy.Check with key stakeholders/impacted units that have responsibilities included in the policy to ensure broad support.	<p>Draft policy in plain language using the UCM Policy Template and in accordance with the UCM Policy Writer Guidelines.</p> <p>Submit the draft to the DPC for early review. Then, submit draft to CPO for early review.</p> <p>Update draft to incorporate DPC/CPO feedback between each step. The draft must meet CPO requirements before moving to Review and Consultation.</p>	<p>Review UCM Policy Writer Guidelines – Review & Consultation section.</p> <p>In collaboration with the CPO:</p> <ul style="list-style-type: none">Stakeholder Review: Consult professionals who have related expertise and/or substantive interest in the policy or its implementation (e.g., impacted units).Standard Reviewers: Campus Counsel, CPAC, Employee/Labor Relations, Ethics & Compliance, and Internal Audit (14-30 day).Campus Comment Period & Academic Senate review (60-day). <p>After each of the review steps, disposition comments and update policy (as appropriate). Summarize feedback and how it was addressed to create the Feedback Summary.</p>	<p>Review UCM Policy Writer Guidelines – Finalization & Approval.</p> <p>Prepare Drafts (using templates):</p> <ul style="list-style-type: none">Request for Approval MemoIssuance LetterFeedback Summary <p>Send to DPC and CPO for review.</p>	<p>Review UCM Policy Writer Guidelines – Implementation section.</p> <p>Execute the communication plan and facilitate training as appropriate.</p>
Divisional Policy Coordinator (DPC)	<p>Consult with PW on policy proposal.</p> <p>Obtain RO’s approval of policy development.</p> <p>Submit “Policy Initiation Form” to CPO</p>	<p>Ensure PW is using all available policy tools, including the Template and Guidance.</p> <p>In consultation with PW, and prior to CPO review, review policy for adherence to template (information is in appropriate sections), formatting, readability, clarity, consistency, and other best practices.</p>	<p>Ensure review and consultation steps occur. May coordinate Stakeholder Review in collaboration with or on behalf of the PW.</p> <p>Ensure comments are dispositioned and policy is updated appropriately between steps.</p> <p>Provide brief overview to CPAC, with or on behalf of the PW.</p>	<p>Incorporate CPO feedback, and send draft Approval Memo, draft Issuance Letter, and Feedback Summary to RO.</p> <p>Obtain RO approval and forward the approval and anticipated issuance date to the CPO.</p>	<p>Ensure the RO sends the issuance letter to Cabinet on the issuance date, and copies the CPO, DPC, and PW.</p>
Policy Office (CPO)	<p>Review the Policy Initiation Form submission.</p> <p>Add policy to policy tracker.</p>	<p>In consultation with PW, and prior to Review and Consultation period, review policy for adherence to template (information is in appropriate sections), formatting, readability, clarity, consistency, and other best practices.</p>	<p>Advise DPC & PW on the review and consultation process.</p> <ul style="list-style-type: none">Advise PW on Stakeholder review; ensure it was performed.Coordinate Standard Reviewers, capture feedback, and advise PW on potential updates to the draft.Coordinate campus review, provide feedback to DPC/PW. <p>Ensure the development process is reflected in the policy tracker.</p>	<p>Review the draft Issuance Letter and Memo; provide feedback to DPC/PW.</p> <p>Once RO Approval is received, update the policy with the issuance date, post the Policy on policies.ucmerced.edu, and provide the link to the DPC and PW.</p>	<p>Forward Issuance Letter to CPAC.</p>
Responsible Official (RO)	<p>Recognize the need for policy and assign it to appropriate PW/SME.</p> <p>Provide approval or concerns to DPC (and the PW as appropriate).</p>	<p>Optional to review the policy at any step.</p>	<p>Optional to promote review of the policy.</p>	<p>Review draft policy, Feedback Summary, and draft Issuance Letter. Request information, provide recommendations, or approve.</p> <p>Provide approval to DPC/CPO at least 5 days prior to issuance date.</p>	<p>Send finalized issuance Letter to Cabinet; copy: CPO, DPC, & PW.</p>
Campus Policy Advisory Committee (CPAC)	<p>Review new/revised policies in the pipeline and inform CPO of early questions or concerns.</p>	<p>Advise DPC/PW on stakeholders within your division who may be interested in early review of a policy.</p>	<p>Participate in CPAC review period and in related discussions with CPAC to determine group recommendations for the policy.</p>		<p>Amplify the communication plan through your organization.</p>