



Administrative Policy and Procedure Development Process

Within this document “Policy” may refer to policy, procedure, process, guideline, or other official document. For more information contact [policy@ucmerced.edu](mailto:policy@ucmerced.edu).

Policy Contact		Policy Office	Responsible Official (in conjunction with CECO)
<b>Preliminary</b>	<p>Complete “Policy Initiation Worksheet” and send to the policy office. The worksheet serves to:</p> <ul style="list-style-type: none"> <li>▪ outline need</li> <li>▪ identify potential stakeholders and units impacted</li> <li>▪ obtain approval and sponsorship of responsible official(s)</li> </ul>	<p>In consultation with policy contact, prepare preliminary communications for CECO, VC Council, and Academic Senate (if applicable)</p>	<ul style="list-style-type: none"> <li>▪ Communicate initiation of policy to VC Council and Academic Senate (if applicable)</li> <li>▪ Determine or confirm need for specific stakeholder vetting</li> </ul>
<b>Draft Policy</b>	<p>Draft policy</p> <ul style="list-style-type: none"> <li>▪ Work with subject matter experts to draft and vet content</li> <li>▪ Ensure policy is in the UC Merced policy template format</li> <li>▪ Begin “Policy Development Worksheet”, which serves to document the vetting of the policy</li> </ul>	<p>In consultation with policy contact</p> <ul style="list-style-type: none"> <li>▪ Assist with planning for draft (examples, templates, research, etc.)</li> <li>▪ Assist with developing proactive planning strategy where appropriate for socializing and communication</li> <li>▪ Determine management review cycle and vetting route</li> <li>▪ Review policy for language, formatting, consistency, and provide general feedback</li> </ul>	~
<b>Review and Comments</b>	<p>Management review</p> <ul style="list-style-type: none"> <li>▪ Invite review by stakeholders, impacted units and groups, i.e., school executive committees, Academic Senate, ASUCM, GSA, as appropriate</li> <li>▪ Request expanded stakeholder and legal review, as appropriate</li> <li>▪ Complete “Policy Development” worksheet and send it to the policy office</li> </ul>	<p>Facilitate 30-day campus comment period</p> <ul style="list-style-type: none"> <li>▪ Finalize draft (formatting, readability, etc.)</li> <li>▪ Coordinate with Academic Senate and VC Council as appropriate on required comment period and issues</li> <li>▪ Communicate comment period to campus through internal communications</li> <li>▪ Compile comments and forward to policy contact to address or resolve</li> </ul>	<p>Notify VC Council of upcoming comment period</p>
<b>Finalize</b>	<p>Address or resolve comments; provide all comments and resolutions to policy office</p>	<p>Summarize comments and how they were addressed, for Responsible Official, CECO, and VC Council</p>	<p>Obtain VC Council and Campus Counsel approval</p>
<b>Implement</b>	<p>Execute communication plan and facilitate training as appropriate</p>	<ul style="list-style-type: none"> <li>▪ Post policy on UC Merced policy website <a href="http://policies.ucmerced.edu">policies.ucmerced.edu</a></li> <li>▪ Assist with communication plan as needed</li> </ul>	~