

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
OFFICE OF ETHICS, COMPLIANCE AND AUDIT SERVICES



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Alexander Bustamante
Senior Vice President
Chief Compliance and Audit Officer

December 2, 2022

CHANCELLORS
ACADEMIC COUNCIL CHAIR COCHRAN
LABORATORY DIRECTOR WITHERELL
ANR VICE PRESIDENT HUMISTON

**Re: Systemwide Review of Presidential Policy – Developing and Maintaining Presidential Policies
("Policy on Policies")**

Dear Colleagues:

Enclosed for systemwide review are proposed revisions to the Presidential Policy on Developing and Maintaining Presidential Policies ("Policy on Policies"). The policy was initially issued on August 10, 2018 and underwent technical revisions on August 3, 2021.

Background

In August 2018, the Presidential Policy on Establishing and Maintaining Presidential Policies was first issued. This policy standardized a policy management process meant to foster broad and timely review, approval, and dissemination of Presidential Policies. In August 2021, the Policy underwent technical revisions in order for Section II *Definitions* and Section V *Procedures* to read more clearly and specifically included updating embedded links, re-locating policy text, and using defined terms consistently. During that period, the University Policy Office (UPO) and the Policy Managers Group (PMG) began collaborating on a substantive revision of the Policy which plans to further streamline and clarify the requirements and responsibilities for policy development, revision, and rescission in order to promote compliance and efficiency.

Policy Revisions

The proposed substantive revisions include the following key provisions:

- Updating the Policy name, scope, and summary to accurately reflect content.
- Adding and updating definitions for terms frequently used and removal of terms that are no longer used.
- Adding requirements such as:
 - use of gender-neutral terms;
 - cross-referencing of UC policies and laws for continued compliance and ease of maintenance;
 - New Presidential Policies must be proposed through a Policy Review, developed in accordance with the Policy Development Process, and approved in accordance with the Presidential Policy Approval Process;

- all Presidential Policies must undergo a Policy Review every 5 years, or more frequently as necessary;
 - a Compliance with Law Revision Process to handle changes to a policy that are for the purposes of law, rules, or regulations;
 - rescinded Policies on the website must also include reference where current information can be found (if applicable);
 - policies must specify when a campus location delegation of authority is required, redelegatable and any restrictions on redelegations;
 - Guidelines should be updated regularly to ensure the information remains current, useful, and in alignment with Presidential Policies.
- Adding responsibilities for the Policy Advisory Committee (PAC), Policy Steering Committee (PSC), Stakeholders, and Required Reviewers.
 - Revising procedures to describe the action steps for accomplishing required tasks that have to be completed.
 - Additional editorial changes for readability and clarity.

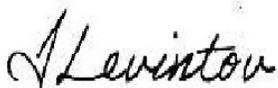
Systemwide Review

Systemwide review is a public review distributed to the Chancellors, the Chair of the Academic Council, the Director of the Lawrence Berkeley National Laboratory, and the Vice President of Agriculture and Natural Resources requesting that they inform the general University community, especially affected employees, about policy proposals. Systemwide review also includes a mandatory, 90-day full Senate review.

Employees should be afforded the opportunity to review and comment on the draft policy. Attached is a Model Communication which may be used to inform non-exclusively represented employees about these proposals. The Labor Relations Office at the Office of the President is responsible for informing the bargaining units representing union membership about policy proposals.

We would appreciate receiving your comments no later than **March 16, 2023**. Please submit your comments or questions to policyoffice@ucop.edu.

Sincerely,



Irene Levintov
Chief of Staff/Systemwide Director of Compliance
Ethics, Compliance and Audit Services

Enclosures:

1. Developing and Maintaining Presidential Policies (clean copy)
2. Developing and Maintaining Presidential Policies (tracked changes copy)
3. Model Communication

cc: President Drake
Provost and Executive Vice President Brown

Executive Vice Chancellors/Provosts
Executive Vice President and Chief Operating Officer Nava
Senior Vice President Bustamante
Vice Provost Haynes
Vice President and Vice Provost Gullatt
Vice President Lloyd
Vice President Maldonado
Vice Provosts/Vice Chancellors of Academic Affairs/Personnel
Associate Vice Provost Lee
Assistant Vice Provosts/Vice Chancellors for Academic Personnel
Managing Counsel Shanle
Executive Director and Chief of Staff Henderson
Executive Director Lin
Executive Director Silas
Chief of Staff Kao
UCOP Chiefs of Staff
Chief Policy Advisor Marisa McAuliffe
Director Anders
Director Roller
Director Sykes
Associate Director DiCaprio
Associate Director Weston-Dawkes
Associate Director Woolston
Assistant Director LaBriola
Manager Crosson
Analyst Durrin
Administrative Officer Babbitt
Policy Advisory Committee