



Developing and Maintaining Presidential Policies (“Policy on Policies”)

Responsible Officer:	SVP – Ethics, Compliance & Audit Services
Responsible Office:	EC - Ethics, Compliance & Audit Services
Issuance Date:	XX/XX/202X
Effective Date:	XX/XX/202X
Scope:	This Policy applies to all University locations and offices reviewing, developing, and revising Presidential Policies.

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I. POLICY SUMMARY

The President is the Chief Executive Officer of the University and is responsible for promulgating Presidential Policies to ensure compliance responsibilities are met, carrying out the Regents’ Bylaws and Policies (Governing Documents), and supporting the University’s mission of teaching, research, and public service.

This Policy:

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- Describes the University of California (UC) approval process and the rules and responsibilities for the development, revision, and rescission of Presidential Policies.
- Describes the procedural steps required for development and approval of new Presidential Policies, and review and approval of revision or rescission of existing Presidential Policies.
- Outlines required consultation with Required Reviewers.

A Presidential Policy is a governing directive that mandates or constrains actions and:

- Applies to all UC locations unless indicated otherwise in the policy;
- Ensures compliance with applicable federal, state and local laws and regulations; enhances UC's mission, promotes operational efficiencies, and/or reduces risk exposure;
- Endures from one Presidential administration to another and sets a course for the foreseeable future; and
- Receives approval by the President upon recommendation from the Policy Advisory Committee (PAC) and the Policy Steering Committee (PSC).

See the University Policy Office (UPO) website for additional information on the differences between [a policy and a procedure](#).

Presidential Policies may address all operations of the University except for those reserved to the [Board of Regents](#), to the Principal Officers of the Regents, to the [Academic Senate](#), or delegated to the Provost and Executive Vice President of Academic Affairs.

II. DEFINITIONS

Campus Policy Managers/Group: Individuals/offices for each campus responsible for local policy management who may serve in an advisory role to the UPO. The list of campus policy contacts are available on the UPO [website](#).

Compliance with Law Revision: Changes to a Presidential Policy's content, mandates, or principles that are for the purposes of compliance with law, rules, or regulations.

Compliance with Law Revision Process: The steps required to perform a Compliance with Law Revision, including review by UCL-OGC, approval by the Responsible Officer, and issuance by the University Policy Office.

Effective Date: The date that the version of the Presidential Policy is first enforceable.

Guideline: Supplemental materials that describe best practices or the recommended processes for implementing a policy or addressing a particular policy topic. It is not a directive that mandates or constrains actions.

Interim Policy: A provisional/temporary policy issued when a Presidential Policy is needed within a period too short for the full Policy Development Process or Policy Revision Process to be completed.

Issuance Date: The date of the Issuance Letter for the new or revised Presidential Policy.

Issuance Letter: A cover letter signed by the President (for New Policy, Substantive Revision, and Rescission Processes) or University Policy Office (for Technical and Compliance with Law Revision Processes) that officially issues a Presidential Policy to the UC Community and makes the Policy available to the public on the [Presidential Policy website](#).

Policy Action Form: A required form used to propose a new Policy, Technical Revisions, Substantive Revisions, Compliance with Law Revisions, or Rescission of a Policy that must be presented to PAC as a critical part of the Presidential Policy Approval Process. The [form](#) is available on the UPO website.

Policy Advisory Committee (PAC): The PSC-designated group responsible for reviewing all proposed Presidential Policies and recommending them for approval to the PSC. PAC members represent divisions of the Office of the President and include a representative from the Campus Policy Managers Group. PAC membership is available on the [Policy Governance Site](#).

Policy Development Process: The steps required to develop a Presidential Policy prior to the Presidential Policy Approval Process, including consultation with Stakeholders and Required Reviewers, and review by UC Legal – Office of the General Counsel, Office of the President (UCL-OGC).

Policy Owner (PO): The individual (by position) designated by the Responsible Officer (RO) who serves as the subject matter expert and is responsible for interpreting, and responding to questions regarding a Presidential Policy. The PO is typically designated on the Policy Template as the contact person.

Policy Review: An analysis performed by the RO to assess whether there is a need for a new Presidential Policy or assess whether an existing Presidential Policy is up-to-date, effective, and/or still necessary, which includes appointment of a PO, completion of the Policy Action Form, and discussion with PAC on next steps.

Policy Revision Process: The collective term for the three different processes that can result from a Policy Review of an existing Policy: Technical Revision Process; Substantive Revision Process; and Rescission Process.

Policy Steering Committee (PSC): The committee comprised of the President's direct reports responsible for overseeing the Presidential Policy Approval Process and recommending policy issuance to the President. The SVP--Chief of Compliance and Audit Officer of Ethics, Compliance, and Audit Services chairs the PSC. PSC membership is available on the [Policy Governance Site](#).

Presidential Policy Approval Process: The steps required for approval of new Presidential Policies and Presidential Policies undergoing Substantive Revisions or being recommended for Rescission, including preliminary review and approval by PAC, a Systemwide Comment Period, final review and approval by PAC, final legal review and approval by UCL-OGC, review and approval by PSC and issuance by the President.

Presidential Policy Template (Template): The approved standardized format and style for all Presidential Policies. The [Template](#) is available on the UPO website. Adherence to

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the Template is required for consistency and to ensure accessibility by users with specific information technology needs.

Procedure: A step-by-step description of the tasks required to implement a Presidential Policy. Procedures, as applicable, in Presidential Policies are typically high-level and include steps and implementation mandates that all locations must follow.

Required Reviewers: The mandatory reviewing bodies for the PO to consult with, such as Academic Senate; Academic Personnel and Programs (APP); Systemwide Human Resources (SHR); and Graduate, Undergraduate and Equity Affairs (GUEA).

Rescission: The decommissioning of a Presidential Policy (either in whole or in part) that is no longer needed or where the content has been incorporated into another policy.

Rescission Process: The steps required to perform the Rescission of a Presidential Policy, including consultation with Stakeholders, Required Reviewers, and review by UCL-OGC.

Responsible Office: The office designated by the President responsible for oversight of the Presidential Policies that fall within its areas of responsibility.

Responsible Officer (RO): The senior level executive who heads the Responsible Office

Stakeholder(s): An individual or group from across the UC system with subject matter expertise and/or a substantive interest in a particular Presidential Policy, or its implementation, who is consulted to provide comments on a proposed draft.

Substantive Revision: Significant changes to a Presidential Policy's content, mandates, or principles that materially change the intent, directive, scope, impacts, and/or substance of the Policy.

Substantive Revision Process: The steps required to perform a Substantive Revision preparatory to the Presidential Policy Approval Process, including consultation with Stakeholders, Required Reviewers, and review by UCL-OGC.

Systemwide Comment Period: A Presidential Policy comment period that includes the entire UC Community and encompasses all of the calendar days in the specified duration. Typically, Systemwide Comment Periods are:

- 90-days for a new Policy, or a Policy undergoing the Substantive Revision Process.
- 30-days for a Policy undergoing the Rescission Process.

Systemwide Notification Period: A notification period prior to issuance of a Presidential Policy that includes the entire UC Community and encompasses all of the calendar days in a specified duration. Typically, Systemwide Notification Periods are 30 days for an existing policy undergoing a Technical Revision or Compliance with Law Revision.

Technical Revision: A Presidential Policy revision that *does not materially change the intent or directive of the policy*, such as: Changes due to University Presidential reorganization, updating contact information, correcting links, typographical amendments, adding language for clarification, changes to legal code numbering, or a change of the Responsible Office. The need for Technical Revisions are determined by the Policy

Owner, approved by the Responsible Officer, and do not require PAC and UCL-OGC review and approval, but require a Systemwide Notification Period.

Technical Revision Process: The steps required to perform a Technical Revision including approval by the Responsible Officer and issuance by the University Policy Office.

University Policy Office (UPO): The office designated by the President within the Ethics, Compliance and Audit Services department that manages the Presidential Policy website, the Presidential Policy Approval Process and chairs PAC and PSC. The UPO coordinates the review, development, and revision of Presidential Policies and is charged with stewardship of the Presidential Policy Template and maintaining a central repository of Presidential Policies.

III. POLICY TEXT

All Presidential Policies are subject to this Policy , which is designed to foster broad and timely review, approval, and dissemination of important governance and administrative information, and to make it readily accessible to internal and external audiences.

Policies developed by and applicable only to a specific UC location are not required to follow the procedures set forth below. However, consistent with the principles outlined in this Policy, the Executive Officer, or their designee, at each UC location, must establish a local policy or procedure to implement a standardized policy management process. Policies at each UC location must be compliant with any related Presidential Policy and ensure compliance with applicable federal, state, and local laws and regulations.

A. Presidential Policies demonstrates accountability in support of the UC’s mission and are subject to the following tenets:

1. Presidential Policies must be written in [plain language](#). Plain language is clear, succinct writing designed to ensure all audiences understand the content as quickly and completely as possible. Plain language does not include field-specific language, except where necessary or where defined. When drafting a policy, the POs must make every attempt to integrate the specific topic or issue within the entire framework of the Presidential Policy.
2. Presidential Policies must meet accessibility standards (see [Information Technology Accessibility IMT-1300](#)).
3. Presidential Policies must use neutral, non-binary terms, and avoid gendered references (such as freshman, chairman, congressman, him/her/he/she, etc.).
4. Presidential Policies should be written in an equitable manner with consideration for undesirable impacts on under-served marginalized individuals or groups to increase broader engagement or eliminate barriers.
5. In general, where other UC policies or laws intersect or overlap, text must be cross-referenced rather than repeated in the Policy to ensure continued alignment;
6. Presidential Policies must conform to the standard format by using the Presidential Policy Template ([Template](#)).

B. Presidential Policies must conform to the following, which are discussed in further detail in Section V:

1. 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 outlined in Section V, to ensure that the Policy is necessary, appropriate, and aligned with Regents Policies and other UC policies.
2. Presidential Policies must undergo a Policy Review every five (5) years, or more frequently as necessary, to ensure that each policy reflects current practice, Government regulations, laws, and guidelines and is aligned with other Regents Policies and UC policies.
3. Approved Presidential Policies are published on the [Presidential Policy website](#).
4. Rescinded Presidential Policies must be included on the Presidential Policy website with a brief justification of the reason for rescission and reference to where current information can be found (if applicable). Archived Rescinded Policies are available by request from the UPO at policyoffice@ucop.edu.

C. The following information apply to Presidential Policies:

1. Policy statements are distinct from Procedures. Procedures that include high-level steps and implementation mandates may be included in a separate section within the Presidential Policy. Departmental or unit-specific procedures that do not require executive-level review and approval may be maintained by the department or unit. Presidential Policies typically do not include specific campus implementation steps or processes that are not applicable across the UC system.
2. Presidential Policies assign authority for high-level actions, including exceptions if any, and specify when a location delegation of authority is required, redelegatable, and any restrictions on redelegations.
3. Guidelines should be located on departmental or unit websites and referenced in corresponding Presidential Policies, as necessary. Guidelines should be updated regularly to ensure the information remains current, useful, and in alignment with Presidential Policies.

IV. COMPLIANCE / RESPONSIBILITIES

A. Responsible Office/Officer (RO) is charged with:

- Identifying the need for a new policy;
- Conducting a Policy Review every five years, or more frequently as necessary based on new regulatory requirements, risk assessments, strategic position, or other relevant considerations, including alignment with other Presidential Policies;
- Designating a PO for guiding the Policy through the Policy Development or Policy Revision Processes and the Presidential Policy Approval Process, and interpreting and responding to questions;

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- Developing and communicating any related implementing Guidelines and developing training as required by the Policy or applicable laws;
- Reviewing and approving a Technical Revision or a Compliance with Law Revision to an existing Policy;
- Ensuring that consultation has occurred with Stakeholders and Required Reviewers; and
- Disseminating the Presidential Policy to Stakeholders once the President has issued it.

When a particular subject closely aligns with more than one functional area, more than one RO may be assigned.

B. Policy Owner (PO) is charged with:

- Collaborating with the UPO during a Policy Review prior to development of a draft Policy;
- Completing the [Policy Action Form, as necessary, throughout the Policy Review, Policy Development or Policy Revision Processes](#) and submitting it to the RO for approval;
- Consulting with Stakeholders and incorporating their comments and suggestions as needed into the draft Policy;
- In collaboration with the UPO, conducting consultation with Required Reviewers as required by The Regents Policies, Academic Senate rules, Union contracts, and this policy;
- Working with the appropriate staff in UCL-OGC for legal advice and review;
- Completing and submitting the draft Policy and any supporting documents in accordance with the Presidential Policy Approval Process. Sharing with the UPO and PAC a summary of the feedback received and its disposition in the final draft Policy;
- Responsible for distributing draft policy for Systemwide Comment Period
- Keeping abreast of changes in federal, state, and local laws and communicating with the RO on proposed Policy revisions; and
- Typically acting as primary contact person to interpret and respond to questions about the Presidential Policy.

When a particular Presidential Policy applies to members of the UC community in more than one functional area, more than one PO may be assigned.

C. Members of the UC Community: Are responsible for understanding and complying with Presidential Policies that apply to them.

D. University Policy Office (UPO) is charged with:

- Maintaining the Presidential Policy website;
- Coordinating with RO/PO during a Policy Review;
- Determining with the PO whether to move a Policy forward to the Policy Development Process or Policy Revision Process and, for existing Policies, identifying the appropriate Policy Revision Process;
- Responsible for distributing draft through the Systemwide Notification Period
- Overseeing the Presidential Policy Approval Process and chairing PAC and PSC;
- Advising the PSC and the President regarding issues that arise surrounding specific policies; and
- Coordinating distribution of the Presidential Policies to the Members of the UC Community. (UC locations should establish their own internal process for review and comment on Presidential policies sent for Systemwide Comment.)

E. Policy Advisory Committee (PAC) is charged with:

- Preliminarily reviewing and approving a draft Policy in accordance with the Presidential Policy Approval Process and determining the appropriate timeline for the Systemwide Comment Period; and
- Conducting a review of the draft Policy after the Systemwide Comment Period and determining whether to recommend the Policy move forward for UCL-OGC review.
- For New Policy, Substantive Revision, and Rescission Process, advances final draft to PSC for approval

F. Policy Steering Committee (PSC) is charged with:

- Conducting a review of draft Policy and recommending whether to move policy forward for Presidential approval.

G. Stakeholders and Required Reviewers are charged with:

- Consulting with the PO on the development of a draft Policy in accordance with the Policy Development Process or Policy Revision Process.
- Providing input, guidance, and feedback when requested on appropriate policies affecting their subject area(s).

V. PROCEDURES

Presidential Policies must conform to these Procedures, as applicable. Some policies predate the issuance of the Policy, and have not yet undergone the Procedures outlined herein. They remain official Presidential Policies and, upon completion of the next Substantive Revision Process, will have completed this process and brought into compliance.

A. Policy Review

A Policy Review assesses whether there is a need for a new Presidential Policy or whether an existing Policy is up-to-date, effective, and/or still necessary. A Policy Review may be precipitated by external factors, such as changes to law, regulation, technology, or internal factors, such as stakeholder feedback, risk assessment, or a gap analysis.

1. RO identifies the need for a Policy Review, or UPO prompts RO to conduct a Policy Review. If the Policy Review is for an existing Policy this must occur, at a minimum, every five years.
2. RO appoints a PO to consult with the UPO in developing the Policy.
3. PO completes the Policy Review section of the Policy Action Form and presents the form to UPO in order to determine whether to move forward with the Policy Review, which groups to consult with during the process (Stakeholders, Required Reviewers, UCL-OGC), and which policy process to complete.
4. PO and UPO determine whether to move forward with the Policy Development Process or the Policy Revision Process.

For a new Policy, PO completes the Policy Development Process (See Section B below).

For an existing Policy, PO completes the appropriate Policy Revision Process (See Section C below) as identified by UPO.

B. Policy Development Process

A new Presidential Policy is developed and used by ROs to support the missions of their units and often to meet regulatory and legislative requirements. Any individual or unit may identify the need for a new Policy, but at least one RO must sponsor its development and be accountable for the content of its principles, oversight, and implementation, and Procedures.

1. The Policy Action Form acts as a guide for RO and PO with development and drafting the Policy.
2. PO develops the content of the draft Policy in consultation with Stakeholders and Required Reviewers
3. Consultation with UCL-OGC may be necessary based on the Policy Review.
4. All substantial feedback should be carefully considered and adjudicated before moving forward.

Once RO approves the draft of the Policy, the Policy Owner completes the appropriate section of the Policy Action Form prior to the commencement of the Presidential Policy Approval Process (See Section D below).

C. Policy Revision Process

Following the Policy Review of an existing Policy, PO and UPO determine whether to complete the Substantive Revision Process, Technical Revision Process, Compliance with Law Revision Process, or Rescission Process.

1. Substantive Revision Process

- a. The Policy Action Form acts as a guide for the PO with development and drafting the Policy revision.
- b. PO develops the content of the Policy revision in consultation with Stakeholders and Required Reviewers.
- c. All substantial feedback should be carefully considered and adjudicated before moving forward. Consultation with UCL-OGC may be necessary based on the Policy Review.
- d. Once the RO approves the draft revision, the PO completes a “track-changes” version (with changes identified) and the appropriate section of the Policy Action Form prior to commencement of the Presidential Policy Approval Process.

2. Technical Revision Process

- a. The Policy Action Form acts as a guide for PO with drafting the Policy revision.
- b. PO receives approval from RO.
- c. PO sends a “track-changes” version of the updated Policy draft to UPO.

Note: Policies undergoing the Technical Revision Process do not need to complete the Presidential Policy Approval Process. These revisions will go to PAC for notification purposes and will complete a Systemwide Notification Period. These revisions may be approved by the Responsible Officer, issued by the University Policy Office, and move to the Communicating and Disseminating the Presidential Policy (See Section E below).

3. Compliance with Law Revision Process

- a. The Policy Action Form acts as a guide for PO with drafting the Policy revision.
- b. PO develops the content of the Policy revision in consultation with UCL-OGC.
- c. PO receives approval from RO.
- d. PO sends a “track-changes” version of the updated Policy draft to UPO.

Note: Policies undergoing the Compliance with Law Revision Process do not need to complete the full Presidential Policy Approval Process. These revisions will go to PAC for notification purposes and will complete a Systemwide Notification Period. These revisions may be approved by the Responsible Officer, issued by the University Policy Office, and move to the Communicating and Disseminating the Presidential Policy (See Section E below).

4. Rescission Process

- a. The Policy Action Form acts as a guide for PO with drafting the case for Policy Rescission (in whole or in part).

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- b. PO develops the content of the case for rescission (including reference to location where current information will be found) in consultation with Stakeholders and Required Reviewers.
- c. All substantial feedback should be carefully considered and adjudicated before moving forward. Consultation with UCL-OGC may be necessary based on the Policy Review.
- d. Once the RO approves, PO completes a draft case for rescission and the appropriate section of the Policy Action Form prior to commencement of the Presidential Policy Approval Process.

D. Presidential Policy Approval Process

1. UPO distributes a draft (or the case for rescission) of the Policy, Policy Action Form, and any attachments to PAC for review in advance of a PAC meeting.
 - a. If PAC approves the proposed policy action, UPO moves the draft Presidential Policy forward to the Systemwide Comment Period (See Item 2 below).
 - b. PAC may determine that sufficient consultation has not occurred or the incorrect Policy Revision Process has been applied, and require additional work on the draft Presidential Policy, or case for rescission. (In these cases, PO must see Section B or C above and re-start process.)
2. PAC determines the duration of the Systemwide Comment Period. PO completes a cover letter to accompany the draft Presidential Policy, Policy revision, or case for rescission. In order to ensure the draft is communicated broadly for comment, PO sends the draft with cover letter to Stakeholders and Required Reviewers. UPO sends the draft Presidential Policy to the Campus Policy Managers Group, and posts the draft with cover letter on the UPO website.
 - a. New Policies and Policies undergoing a Substantive Revision complete a 90-day comment period.
 - b. Policies undergoing the Rescission Process complete a 30-day comment period.

Note: Comment periods may change based upon recommendation from PAC. The majority of the Systemwide Comment Period should occur during the Academic Year.

3. Upon Systemwide Comment Period completion, PO completes the 'Systemwide Comment Period Feedback' section on the Policy Action Form to summarize comments received and their disposition. PO submits the completed form to UPO.
4. UPO distributes the draft Policy and completed Policy Action Form with the Systemwide Comment Period Feedback section to PAC for review in advance of a PAC meeting. PO presents the feedback received and any changes to the draft Policy, or case for rescission.

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- a. If PAC approves the draft Presidential Policy, UPO moves the draft Policy forward. PAC may recommend changes to PO due to feedback received during the Systemwide Comment Period, but still approve the draft Policy.
 - b. PAC may determine that due to feedback received during the Systemwide Comment Period, PO must complete more consultation with necessary Stakeholders and Required Reviewers, require additional work on the draft Policy, or case for rescission (In these cases, PO must see Section B or C above and re-start the process.)
5. If approved by PAC, PO finalizes any changes to the draft Presidential Policy, or case for rescission, and provides the final version to UPO who sends the proposed Policy, or case for rescission, to UCL-OGC for final legal review.

Note: There may be occasions where UCL-OGC recommends edits to the draft Presidential Policy before it goes to PSC. PO revises the draft Policy before it goes to PSC.

6. After completion of the legal review, UPO submits the final draft Presidential Policy, or case for rescission, to PSC for final review, and recommendation for Presidential approval.
- a. PSC typically provides approval electronically, but any PSC member may request an in-person meeting.
 - b. PSC members are generally provided 10 business days for review and recommendation for approval.
 - c. Any “not approved” responses from PSC members may require a formal meeting with PO and RO that will be conveyed to the President for final review.
7. Upon PSC approval, UPO prepares and submits the Presidential Policy and Issuance Letter for the President’s final review and approval.
8. The President issues the Presidential Policy by signing the Issuance Letter.

E. Communicating and Disseminating the Presidential Policy

1. A new Presidential Policy and all Revision Processes require an Issuance Letter.
 - a. New Policies, Substantive Revisions, and Rescissions must be issued by the President
 - b. Technical Revisions and Compliance with Law Revisions are approved by RO and issued by UPO.
2. The Issuance Letter and Presidential Policy, or case for rescission, are disseminated by UPO, on behalf of the President, to the Chancellors, Lawrence Berkeley National Laboratory Director, Vice President-ANR, Systemwide Division Leaders, Systemwide Academic Senate Chair, Campus Policy Managers, the PO and all named parties in the Issuance Letter.
3. RO distributes the Presidential Policy to the Stakeholders and Required Reviewers.

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4. The UPO publishes the Presidential Policy or the case for rescission on the Presidential Policy website.
5. RO and PO delivers any additional communication or training.

F. Interim Policies

In special circumstances, which are approved on a case-by-case basis, the President may approve a Presidential Policy as an Interim Policy.

1. RO and PO completes the necessary steps of the Policy Review (See Section A above).
2. If it is determined at the outset of a Policy Review that the draft Presidential Policy needs to be completed as an Interim Policy, PO completes the Policy Action Form and meets with UPO to determine the appropriate steps to complete the Policy Development Process or Policy Revision Process.
3. If a draft Policy is already in the Policy Development Process or Policy Revision Process and it is determined that the draft Policy needs to be completed as an Interim Policy, then the draft Policy will move to the Presidential Policy Approval Process. RO must continue to finalize the Policy Development Process or Policy Revision Process.

Note: At a minimum, the PO must consult with Required Reviewers (even if in an expedited manner) and must receive approval from PAC, review by the UCL-OGC, and approval by the PSC before Presidential approval.

4. An Interim Policy must be approved through the Presidential Policy Approval Process, but may need to delay steps such as the Systemwide Comment Period. Interim Policies are approved for a 12-month time period, with possible supplemental approval in 12-month intervals. An Interim Policy must complete the Policy Development Process or Policy Revision Process (See Section B or C above), preferably within two years of the issuance of the Interim Policy.
5. Interim Policies are clearly marked as “**INTERIM POLICY**”.
6. Once the Interim Policy is approved, the process moves ahead to Communicating and Disseminating the (Interim) Presidential Policy (See Section E above).
7. The target date for completing the Presidential Policy Approval Process is published at the time the Interim Policy is approved.

VI. RELATED INFORMATION

[Academic Review of Presidential Policy](#)

[Article IX, Section 9 of the California Constitution](#)

[Bylaws of The Regents](#)

[SHR Policy Creation and Review Process](#)

[Policy Manuals & Guidelines](#)

[Policy Development Resources](#)

[Regents Policy 1000: Policy on Policies of the Regents of the University Of California](#)
[University of California Policy Governance](#)

VII. FREQUENTLY ASKED QUESTIONS

Frequently Ask Questions – [FAQ will be posted on the Presidential Policy website]

How to Contact the [Universitywide Policy Office](#) (policyoffice@ucop.edu)]

VIII. REVISION HISTORY

TBD, 2023: The policy underwent substantial revisions to standardize and clarify the approval process, requirements and responsibilities for development, revision, and rescission of Presidential Policies to promote compliance and efficiency.

Revisions include:

- 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 not 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

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- adding responsibilities for the Policy Action Committee, Policy Steering Committee, Stakeholders, and Required Reviewers;
- revising procedures to describe the action steps for accomplishing required tasks that have to be completed; and
- editorial changes for readability and clarity.

August 3, 2021: The policy underwent technical revisions in order for Section II Definitions and Section V Procedures to read more clearly. Revisions include: updating embedded links; re-locating policy text for readability and clarity; and using defined terms consistently.

August 10, 2018: Initial issuance of this Policy. The Policy was also remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0.