Campus Policy Formulation, Approval, and Dissemination Process

**Formulation**

- Needs Policy
- Policy in Manual?
  - Yes: Gets Policy
  - No: Knows responsible office?
    - Yes: Consults Policy Coordination Office
    - No: Gets Policy
- Responsible Office Recognizes Policy Need?
  - Yes: Follow appropriate academic procedures
  - No: Academic Implications?
    - Yes: Analyze in context of existing policies; Identify affected parties; Develops administrative policy.
    - No: Consults Policy Coordination Office

**Approval**

- Consults Policy Coordination Office
- Sends to responsible officer for review
- Take to review body?
  - Yes: Conduct Review, Other review bodies/ Campus Comment, Campus Counsel
  - No: Approval?
    - Yes: Sends to EVC
    - No: Revise policy and/or Seek additional review.
- Other review needed?
  - Yes: External review (e.g. UCOP)
  - No: EVC presents to EAC
- Approval?
  - Yes: Revise policy and/or Seek additional review.
  - No: Notify affected parties; Disseminate policy.

**Dissemination**

- Consults Policy Coordination Office
- Notify affected parties; Disseminate policy.
- Gets Policy

Note: Changes in certain policies – e.g. labor relations – require specific, explicit consultations.

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