

UC Irvine Administrative Policy Development Questions

Why do we need this policy? What purpose will it serve?

What primary points of information need to be communicated?

Who is the audience and who will be affected? Faculty, staff, and students? The extended community and non-affiliated visitors?

Who else needs this information for a purpose that may be different from those affected? Department administrators, technical staff, or federal agencies? What concerns will they need addressed?

What do we want people to do now that they don't already do, or what don't we want them to do?

Is this actually a policy (containing approval authorities and requiring enforcement) or procedural guidelines? Or just information that needs to be communicated widely?

Who will own the information and be responsible for ensuring it responds to the needs of the entire campus and not just certain entities?

Where should it be published? Should it be incorporated into an existing Section or should it stand alone?

What is the timeline for development? Is its publication dependent on any other related campus activities (installations of equipment, training)?

Are there other communication strategies that should be considered instead of or in addition to publication as a policy?

Are there special legal or risk management concerns that need to be addressed or investigated?

Who should contribute to the development, final review and approval of this document?

What else should be included to aid understanding (forms, charts, graphics or links to certain websites)?

Will this policy require review by collective bargaining units?