UC Irvine Administrative Policies & Procedures Office

New Policy Development Process Guidance for Responsible Office/Administrator

<u>Definition:</u> The Responsible Office or Administrator is the person or unit responsible for developing, issuing, and maintaining an administrative policy or procedure including delivering communication and training to members of the UC Irvine community. The responsible office or administrator will work with the Administrative Policies & Procedures Office to:

Identification of Need

- Determine need for a policy
- Is there a gap within or lack of a UC policy?
- Identify policy development work group (including stakeholders from groups affected by the implementation of the new policy). As appropriate, the workgroup should include one or more of the following units: The Academic Senate, Campus Counsel, Internal Audit, Student Affairs and/or Employee and Labor Relations

Development

- Contact the Adminstrative Policies & Procedures Office for inital consultation, including: confirmation that the new policy doesn't conflict with existing law, policy or delegations of authority; procure policy template to draft the new policy; develop timeline for new policy implementation
- Draft proposed policy in plain language

Consultation

Circulate draft with stakeholders to identify gaps and concerns. Please include stakeholders not involved in the development of the policy.

Approval<u>s</u>

- Circulate with department head(s) for approval
- Note: New policies and substantive changes require the formal approval of the VC of the division that owns the policy

Engagement

- Proposed policy (in it's final draft) is posted online for public review on the policy website
- The campus community is notified via Zotmail of the proposed policy and invited to comment. The comment period is typically 30 days but may vary depending on the scope of the policy
- Comments are collected for review by the work group

Finalization/

Fullfillment

- Revisions are made by the work group based on comments recieved during the comment period
- \bullet Final approved draft is published as a standing policy with an issuance date
- Note: Substative changes to the proposed draft would need to restart the process at the Consultation step

Last Revised: October 31, 2024