**PRESIDENTIAL POLICY ACTION FORM**

**Policy Title and Number:**

**Responsible Office:**

**Responsible Officer/Division Leader:**

**Date of This Action:**

**Name of Policy Owner:**

## **Policy Review (Pre-Policy Development)**

*Upon initiation of a policy action, the Policy Owner will contact the UPO to inform them of the policy action type and the planned consultation for the policy action. The Policy Owner must have approval from their Division Leadership to move forward with the policy action.*

1. **Summary of Policy Action Request**

Click or tap here to enter text.

1. [**Type of Policy Action Requested**](https://policy.ucop.edu/doc/1100677/PolicyonPolicies)

[ ]  New Policy [ ]  Interim Policy

[ ]  Substantive Revision [ ]  Compliance with Law Revision

[ ]  Technical Revision [ ]  Rescission

[ ]  Policy-Related Guideline or Procedure

1. **Planned Consultation Process**: Complete [Appendix A](#AppendixA) – Consultation Process Chart (*required*)

Click or tap here to enter text.

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**Approval:**

 [ ]  Division Leadership

Name: Click or tap here to enter text. Date: Click or tap to enter a date.

*After UPO collaboration and Division Leadership approval, the Policy Owner begins drafting the policy/revision and conducting consultation with identified Required Reviewers and Stakeholders.*

## **Policy Development/Revision Process (Post-Policy Development)**

*After drafting and consultation have been completed for the policy action, the Policy Owner will complete the following section. The form will be reviewed by the Policy Advisory Committee along with the policy action for approval. The responses in this form will be communicated to Senior Leadership prior to final approval.*

[ ]  New Policy [ ]  Interim Policy

[ ]  Substantive Revision [ ]  Rescission

1. **Summary of Major Discussion Topics or Areas of Disagreement**

Click or tap here to enter text.

1. **Potential Policy Action Impacts**
2. Operational

Click or tap here to enter text.

1. Financial

Click or tap here to enter text.

1. Other

Click or tap here to enter text.

1. **Consultation Process**: Complete [Appendix A](#AppendixA) – Consultation Process Chart (*required*)

Click or tap here to enter text.

*A New or Interim Policy submitted for review requires completion of this form and a clean proposed version of the policy.* *Substantive revisions to an existing policy require completion of this form, a tracked changes version of the policy reflecting all changes, and a clean proposed version of the policy.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

[ ]  Compliance with Law Revision [ ]  Technical Revision

[ ]  Policy-Related Guideline or Procedure

1. **Summary of Draft Preparation Process**

Click or tap here to enter text.

1. **Consultation Process**: Complete [Appendix A](#AppendixA) – Consultation Process Chart (*if necessary*)

Click or tap here to enter text.

*Compliance with law or technical revisions to existing policy requires completion of this form, a tracked changes version of the policy reflecting all changes, and a clean proposed version of the policy.*

## **Systemwide Comment Period Feedback (Post-Systemwide Comment Period)**

*After PAC approves the proposed new policy, substantive revision, or case for rescission, the proposal will be sent out for a Systemwide Comment Period. After Systemwide Comment Period ends, the Policy Owner completes this section and any proposed changes to the policy action.*

* **Summary of Systemwide Comment Period Feedback and Changes to Proposed Policy Action**

Click or tap here to enter text.

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**Approval:**

[ ]  Responsible Officer

Name: Click or tap here to enter text. Date: Click or tap to enter a date.

[ ]  Division Leader

Name: Click or tap here to enter text. Date: Click or tap to enter a date.

**Appendix A – Consultation Process**

*The Policy Owner must complete the following chart in accordance with* [*Section I*](#_Policy_Review_(Pre-Policy) *and* [*Section II*](#_Policy_Development/Revision_Process) *of the form. Upon completion of Section I, the Policy Owner should indicate the timeframe and the units/groups that they plan to consult with. In the Stakeholders section, the Policy Owner should include all necessary and additional groups, units, and departments that will be consulted.*

*Upon completing Section II, the Policy Owner should make any modifications to the units/groups that they consulted with and include an indication of the date completed.*

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| --- | --- | --- | --- |
| **Department:** | **Planned Consultation Timeframe**  | **Consult with whom (name, position title)?** | **Date Completed (Complete w/ *Section II*)** |
| **Required Reviewers** |
| **Academic Senate**1 |  |  |  |
| **Graduate, Undergraduate and Equity Affairs (GUEA)**1 |  |  |  |
| **Systemwide HR**1 |  |  |  |
| **Academic Personnel and Programs**1 |  |  |  |
| **UC Legal – Office of General Counsel** |
| **UCL-OGC**2 |  |  |  |
| **Stakeholders** |
| **Subject Matter Experts3** |  |  |  |
| **Staff** |  |  |  |
| **Students** |  |  |  |
| **High Interest Constituents4** |  |  |  |
| **Additional Departments** |  |  |  |
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1*These are Required Reviewers as indicated by the UC Policy on Policies. The PO must reach out to each Require Reviewer to determine whether the Required Reviewer wishes to consult on the Policy Review.*

2*UCL-OGC is required to complete a final legal review of the proposed policy before it is sent to the PSC for review. In some cases, legal review may be needed at the outset of a new policy, revision, or rescission. The Policy Owner and UPO should determine if legal review is needed during the drafting and consultation process.*

*3Subject Matters Experts should be individuals across the system that have expertise in the area addressed in the policy. If a working group has been utilized, please indicate as such and note the composition. Note: that consultation with a single individual might not substitute for a formal consultation required by a department or entity. UPO can assist in determining the appropriate individual or group needed to meet the required consultation process.*

4*High-Interest Constituents are individuals or groups who by way of their relation to the university or past interest in a subject may have considerable interest in the proposal (such as local organizations, concerned citizens, etc.)*