

# Presidential Policy Process Comparison Matrix

**Note:** Policy Owner must collaborate with University Policy Office (UPO) to ensure that the appropriate policy action is being followed.

	<b>Policy Actions:</b>		
<b>Policy Steps:</b>	<b>New Policy Substantive Revision Recission</b>	<b>Technical Revision Compliance with Law Revision</b>	<b>Interim</b>
<b>Initiation</b>	<ul style="list-style-type: none"> <li>Division Leader approval</li> <li>UPO collaboration on Stakeholders/Required Reviewers</li> </ul>	<ul style="list-style-type: none"> <li>UPO collaboration on revision process</li> </ul>	<ul style="list-style-type: none"> <li>Division Leader approval</li> <li>UPO collaboration on interim process</li> </ul>
<b>Development</b>	<ul style="list-style-type: none"> <li>Draft policy/revision and engage with interested parties early</li> <li>Determine policy impacts</li> </ul>	<ul style="list-style-type: none"> <li>Drafts revisions with Stakeholders, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Draft policy/revision and engage with interested parties, if possible</li> <li>Determine policy impacts</li> </ul>
<b>Consultation</b>	<ul style="list-style-type: none"> <li>Consult with Stakeholders and Required Reviewers</li> </ul>	<ul style="list-style-type: none"> <li>Consult with limited Stakeholders, as needed (i.e., UC Legal)</li> </ul>	<ul style="list-style-type: none"> <li>Consult with Required Reviewers</li> </ul>
<b>Systemwide Comment</b>	<ul style="list-style-type: none"> <li>PAC approval</li> <li>90-day comment period (30-day for recission)</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>No comment period</li> <li>Must return to full policy process within 2 years</li> </ul>
<b>Approval</b>	<ul style="list-style-type: none"> <li>Division Leader</li> <li>PAC Approval</li> <li>UC Legal Approval</li> <li>Senior Leadership awareness</li> <li>PEO submission/Presidential signature</li> </ul>	<ul style="list-style-type: none"> <li>Division Leader approval</li> <li>PAC notification</li> </ul>	<ul style="list-style-type: none"> <li>PAC Approval</li> <li>UC Legal Approval</li> <li>Senior Leadership awareness</li> <li>PEO submission/Presidential signature</li> </ul>
<b>Dissemination</b>	<ul style="list-style-type: none"> <li>Issued by President</li> <li>Distributed across UC system</li> <li>Published on UC policy site</li> </ul>	<ul style="list-style-type: none"> <li>Issued by ECAS</li> <li>Communicated to key Stakeholders</li> <li>Published on UC policy site</li> </ul>	<ul style="list-style-type: none"> <li>Issued by President</li> <li>Distributed across UC system</li> <li>Published on UC policy site with "Interim" marking</li> </ul>
<b>Policy Action Form</b>	<ul style="list-style-type: none"> <li>Section I</li> <li>Section II (top)</li> <li>Section III</li> </ul>	<ul style="list-style-type: none"> <li>Section I</li> <li>Section II (bottom)</li> </ul>	<ul style="list-style-type: none"> <li>Section I</li> <li>Section II (top)</li> </ul>

# Policy Comparison Matrix Glossary

## Policy Actions

- **New Policy:** A Presidential Policy that has never been issued previously.
- **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.
- **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 or document.
- **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, clarifying language, changes to legal code numbering, or a change of the Responsible Office.
- **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.
- **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.

## Other Defined Terms

- **Division Leader:** A direct report to the President who leads a division within the UC Office of the President and who, for certain Presidential Policies, may also be the Responsible Officer.
- **Policy Action Form:** A document 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 required part of the Presidential Policy Approval Process.
- **Policy Advisory Committee (PAC):** The group responsible for reviewing all proposed Presidential Policies and recommending them for approval to the President. PAC members represent divisions of the Office of the President and include a representative from the Campus Policy Managers Group.
- **Stakeholder:** An individual or group within 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 of that Policy.
- **Required Reviewer:** The mandatory reviewing bodies the PO must consult with for each Presidential Policy, such as Academic Senate; Academic Personnel and Programs (APP); Systemwide Human Resources (SHR); and Graduate, Undergraduate, and Equity Affairs (GUEA).
- **University Policy Office:** The office designated by the President within the Office of Ethics, Compliance and Audit Services that manages the Presidential Policy website, the Presidential Policy Approval Process, and chairs PAC. 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.