PM 09-05

Revised May 18, 2009
President Mildred García

Process to Request New or Revised Academic or Administrative University Policies and Procedures

(Supersedes PM 07-05, 12/10/07)

In order to improve efficiency of operations and address changes in regulations, the process for requesting new or revised academic or administrative university policies and procedures having relevance to the campus including Academic Senate resolutions shall be as follows.[1]

1. A manager/director having direct responsibility of the operations to which the policy and procedures impacts shall submit the request to their appropriate Vice President/Provost for review and approval. Academic Senate resolutions shall be forwarded directly to the Provost/ Vice President for Academic Affairs for review prior to routing to the other Vice Presidents.

2. Once the request for new or revised university policies and procedures has been approved by the respective Vice President/Provost, a draft document of the Presidential Memorandum (PM) will be sent to the other Vice Presidents/Provost for their review and input.

In addition to the Vice Presidents/Provost, a copy of the request shall be sent to the Chief Information Technology Officer for review of the proposed policy and procedures for any potential information security risk.

3. Proposed policy and procedure draft documents should be broadly circulated among MPPs or various councils e.g., Council of Deans and Academic Affairs Council for consideration. Each Vice President/Provost shall determine the appropriate individuals/groups that would be particularly affected by the proposed policy or procedure for appropriate consideration and discussion.

4. If after consideration and discussion the draft policy document as presented meets with the reviewing Vice President's/Provost approval, he/she will forward his/her approval to the requesting Vice President/Provost. The draft policy document will move to the President for final approval and become a new or revised Presidential Memorandum.

5. If the reviewing Vice President's/Provost recommendation has been substantively modified by his/her division, or if the draft document as presented is not acceptable to the reviewing VP/ Provost, he/she may provide their recommended changes or meet with the requesting VP/Provost to discuss and resolve differences.

6. If no agreement can be reached by the Vice Presidents/Provost, and the initiating Vice President/Provost feels that the issue is very important, the affected Vice Presidents/Provost may take the issue to the President for final determination.

7. Once the draft document has been approved by all Vice Presidents/Provost as presented, the draft policy document will move to the President for consideration and approval.

8. The proposed policy will then be transmitted to the Assistant Vice President of Human Resources (AVP) who shall work with the Chancellor's Office staff to determine if the policy requires bargaining with the affected labor unions. If it does not have to be bargained, it will become a new/revised Presidential Memorandum. If it has to be bargained, the AVP will coordinate this task on behalf of the President.

[1] University policies and procedures having relevance to the campus include Academic Senate resolutions previously covered under PM 03-02,
dated 12/10/03. Updated May 18, 2009

Process to Request New or Revised Academic or Administrative University Policies and Procedures Flowchart

In order to improve efficiency of operations and address changes in regulations, the process for requesting new or revised academic or administrative university policies and procedures having relevance to the campus including Academic Senate resolutions shall be as follows.[1]

[1] University policies and procedures having relevance to the campus include Academic Senate resolutions previously covered under PM 03-02, dated 12/10/03. Updated May 18, 2009.

If after consideration and discussion the draft policy document as presented meets with the reviewing Vice President's/Provost approval, he/she will forward his/her approval to the requesting Vice President/Provost. The draft policy document will move to the President for final approval and become a new or revised Presidential Memorandum.

If the reviewing Vice President's/Provost recommendation has been substantively modified by his/her division, or if the draft document as presented is not acceptable to the reviewing VP/Provost, he/she may provide their recommended changes or meet with the requesting VP/Provost to discuss and resolve differences.

Once the draft document has been approved by all Vice Presidents/Provost as presented, the draft policy document will move to the President for consideration and approval.

Proposed policy and procedure draft documents should be broadly circulated among MPPs or various councils e.g., Council of Deans and Academic Affairs Council for consideration. Each Vice President/Provost shall determine the appropriate individuals/groups that would be particularly affected by the proposed policy or procedure for appropriate consideration and discussion. If no agreement can be reached by the Vice Presidents/Provost, and the initiating Vice President/Provost or Associated Vice President feels that the issue is very important, the affected Vice Presidents/Provost may take the issue to the President for final determination. The proposed policy will then be transmitted to the Assistant Vice President of Human Resources (AVP) who shall work with the Chancellor's Office staff to determine if the policy requires bargaining with the affected labor unions. If it does not have to be bargained, it will become a new/revised Presidential Memorandum. If it has to be bargained, the AVP will coordinate this task on behalf of the President.

Once the request for new or revised university policies and procedures has been approved by the respective Vice President/Provost, a draft document of the Presidential Memorandum (PM) will be sent to the other Vice Presidents/Provost for their review and input.

In addition to the Vice Presidents/Provost, a copy of the request shall be sent to the Chief Information Technology Officer for review of the proposed policy and procedures for any potential information security risk. A manager/director having direct responsibility of the operations to which the policy and procedures impacts shall submit the request to their appropriate Vice President/Provost for review and approval. Academic Senate resolutions shall be forwarded directly to the Provost/Vice President for Academic Affairs for review prior to routing to the other Vice Presidents.