

Tips for Developing and Drafting Policies and other Governance Documents

Reasons to Develop A Policy

It may be appropriate to develop a policy if there is a need to put the public and campus community on legal notice regarding how UCB or any of its entities will handle one or more of the following:

1. The conduct or activities UCB mandates, requires, or prohibits;
2. The types of sanctions UCB may impose if there is a violation of law or policy;
3. Who has the authority to make decisions on behalf of UCB;
4. The standards UCB will apply;
5. Who has delegated authority;
6. How UCB is implementing new law or a System policy;
7. Applicable campus-wide procedures; or
8. The guidelines UCB will use to interpret or further explain law or System policies.

Reasons Not to Develop a Policy

It may not be appropriate to develop a policy if one or more of the following apply:

1. It may not be enforced;
2. It may contain inaccurate legal or policy information;
3. The subject matter is already addressed in some other law or policy;
4. It may conflict with the Laws of the Regents, Regent Policies, or Administrative Policy Statements; or
5. It may unnecessarily limit administrative discretion.

Developing a Policy

The following are suggested steps in developing a policy:

1. Specifically define the problem and what needs to be changed;
2. Explain how the matter has been dealt with previously;
3. Obtain copies of any similar policies that have been developed by other public universities;
4. Identify and obtain copies of federal, state, Regent laws, regulations, court cases, etc., and campus and department policies that affect the subject to be addressed by the proposed policy. The Office of the University Counsel can assist with this research;
5. Draft a conceptual outline that summarizes the elements to be included in the proposed policy;
6. Consult with appropriate stakeholders;
7. Obtain a summary review of the conceptual outline by University Counsel; and

8. Proceed with drafting the policy and submit it for appropriate review and approval.

Policy Review Process

This process takes time, so please allow for review by all involved when bringing a policy forward.

1. Identify the appropriate Vice Chancellor to sponsor the policy.
2. Review the DRAFT policy with all campus groups or units impacted by the policy.
3. Through the Office of the Provost, arrange to schedule time on a Dean's Council agenda for review and discussion. This group meets bi-monthly during the semester.
4. Through the Office of the Chancellor, arrange to schedule time on a Chancellor's Cabinet agenda for review with all Cabinet members. This group meets weekly.
5. Final draft of the policy is brought to the Chancellor's Executive Committee (CEC) for a vote. This group meets monthly.
6. The policy, once approved at CEC, is signed by the chancellor and posted on the campus policy website.