UC Irvine Administrative Policies & Procedures Office

New Policy Development Process Guidance

Identification of Need

- Determine the need of the policy (i.e. identifying 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)

Development

- Contact the Administrative Policies & Procedures Office for initial consultation, including: confirm 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

Consultation

- Circulate draft with stakeholders to identify gaps and concerns (including stakeholders not involved in the development of the policy)

Approvals

- 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 (comment period of 45 days)
- Comments are collected for review by the work group

Finalization/ Fullfillment

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