

## **Summary of the Review Process for Policies and Procedures UC Santa Barbara**

### **High Profile Policies and Guidelines**

At UCSB, the campus policy coordinator (in the Office of the Vice Chancellor for Administrative Services) usually coordinates the review of policies that impact the entire campus. In general, the reviews include the participation of the chancellor, Academic Senate, the executive officers of the campus and their respective constituencies (this would include Deans, heads of functional units, etc.), Graduate Student Association, Associated Students, Labor Relations, collective bargaining units (as appropriate), academic and administrative committees, academic and staff employees and students.

Two illustrations of policy in this category would be the UC Electronic Communications Policy and the campus guidelines to implement the requirements of the Health Insurance Portability and Accountability Act (HIPAA) privacy policy. The extensive reviews of these types of policy serve two purposes 1) a variety of insights and perspectives are collected that can make a policy more effective and responsive and 2) the review creates an awareness of the policy, thereby making expectations widely known.

When the review(s) are complete and comments have been addressed, the final policy is submitted for approval to the chancellor and/or the vice chancellors according to their delegated authority.

### **Other Policies and Guidelines**

For policies that impact specific areas, such as the Support Group Guidelines, the solicitation of comments is more narrowly focused. The coordinator would seek comments from the vice chancellor responsible for the functional area(s), the support groups (in this example) and others impacted by the policy, such as the campus Controller, and Audit Services.

### **Procedures**

Campus-wide procedures for UCSB are generally coordinated through the campus policy coordinator. In general, reviews include the participation of the operational unit, the responsible control point for the unit, other units cited within the procedure, Human Resources, and a sampling of others who will use or be affected by the procedure.

When the review(s) are complete and comments have been addressed, the final procedure is submitted for approval to the responsible vice chancellor.

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\* When a vice chancellor's office or functional unit coordinates the review of a UC or campus-wide policy, guideline, or procedure, the list of reviewers should include the campus policy coordinator.