

PPM 101: Introduction and Purpose of Policy and Procedure Manual

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I. POLICY SUMMARY

The purpose of this UC ANR Policy and Procedure Manual (Manual) is to set forth operating policies and procedures for the University of California (UC) Agriculture and Natural Resources (ANR).

II. DEFINITIONS

UC ANR: University of California Agriculture and Natural Resources will be referred to as UC ANR throughout the Manual.

Vice President: The Vice President—UC Agriculture and Natural Resources will be referred to as Vice President throughout the Manual. If there is need to refer to another Vice President of the University, the full title of that position will be used.

III. POLICY TEXT

Contents of this Manual are based on the following guidelines:

- A. The Manual will be used to set forth policies and procedures that are peculiar to UC ANR as a whole or where UC policy requires that implementing procedures be issued by UC ANR.
- B. The Manual will be continuously updated as needed to reflect improved operational procedures, changes to UC policy, changes to law, and so on.
- C. The information will be of broad interest and not restricted to one area. Information exclusive to a single area, such as 4-H, will be set forth in separate handbooks as appropriate.
- D. Where the information is available in other UC reference material that is readily available to staff, it is not included in this Manual.
- E. Appendices are used for detailed information, instructions, and procedures. Documents that need to be available in their entirety are included as appendices.
- F. Based upon the above guidelines, there is no section on Staff Personnel, as staff personnel policies of the various campuses and Office of the President apply. In contrast, sections on Academic Personnel are included to articulate those policies and procedures that are peculiar to UC ANR.

IV. COMPLIANCE / RESPONSIBILITIES

None.

V. PROCEDURES

The policies and procedures in this Manual apply to all UC ANR activities as follows:

- A. Information contained in the Manual applies to activities that are under the direct purview of the Vice President--Agriculture and Natural Resources.

This includes activities of UC Cooperative Extension, regional operations, statewide programs and projects, academic support units, operation and maintenance of plant, and administrative units.

- B.** Manual material that also applies to those UC Cooperative Extension activities that have been transferred to a campus Dean for administration will be specifically identified. This includes UC Cooperative Extension Specialists and any units assigned to a Dean for administration. These campus activities will be subject to policies and procedures of the campus on all other matters. Information included in the other sections of the Manual may be of interest to campus activities and may be used by those activities for a guideline as appropriate.
- C.** Manual material that applies to campus units of the Agricultural Experiment Station which are primarily under the administration of the Chancellor will be specifically identified. Information included in the other sections of the Manual may be of interest to campus Agricultural Experiment Station activities and may be used for a guideline as appropriate.

VI. RELATED INFORMATION

- The [UC ANR Policy and Procedure Manual](#) is published on-line.

VII. FREQUENTLY ASKED QUESTIONS

Not used.

VIII. REVISION HISTORY

November 2017:

Format updated.

August 2019:

Updated contact information, change in position and replaced Administrative Handbook with UC ANR Policy and Procedure Manual.

June 2022:

Format and personnel updated.