

## PPM 102: Initiation and Revision of Manual Sections

<b>Responsible Officer:</b>	PCPA Director
<b>Responsible Office:</b>	<a href="#">Office of the Controller and Business Services</a> <a href="#">Policy, Compliance, and Programmatic Agreements (PCPA)</a>
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## I. POLICY SUMMARY

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This section describes the procedure for initiation and/or revision of the individual sections of the University of California Agriculture and Natural Resources (UC ANR) Policy and Procedure Manual (Manual).

## II. DEFINITIONS

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

**Director:** The Director—UC Agriculture and Natural Resources Administrative Policies and Business Contracts will be referred to as Director throughout this section of the Manual. If there is need to refer to another Director within UC ANR, the full title of that position will be used.

## III. POLICY TEXT

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### Maintenance of the Manual

- A. Within the Office of the Controller and Business Services (OCBS), the Director, Administrative Policies and Business Contracts (“Director”) is responsible for the management of all administrative activities necessary to maintain the UC ANR Policy and Procedure Manual.
- B. Responsibility for the content of the sections is based on UC ANR unit subject matter expertise (SME).
- C. The Director periodically initiates new sections and/or review of existing sections by contacting the relevant unit and asking that they write new material and/or edit existing material. Additionally, units contact the Director when they become aware of a need to edit the Manual section for which they have content responsibility (i.e., issuance of a new law, a change to UC policy, an improvement made to UC ANR operational procedures, etc.).
- D. The Director and the UC ANR units work together in an iterative process to arrive at an acceptable final draft of the additions and/or changes to be proposed. During this process, units work within the UC ANR organizational structure to resolve any substantive issues that may arise regarding content. For example, the Office of Facilities Planning and Management would work with the Associate Vice President of Business Operations should problems be identified while working on a Manual section. Additionally, the more senior unit (i.e., the AVP of Business Operations in the above example) will approve the proposed revision from a programmatic and/or operational standpoint.
- E. New sections, revisions to existing sections, and/or comments may also be proposed by any interested UC ANR staff member. Such proposals should be directed to the Director, who will consult with the relevant UC ANR unit to review and incorporate if appropriate.

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#### **IV. COMPLIANCE / RESPONSIBILITIES**

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Material and/or policy changes to the UC ANR Policy and Procedure Manual are approved by the Vice President prior to publication.

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#### **V. PROCEDURES**

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With unit input, the Director ascertains whether or not any other review is needed (i.e., UC ANR Associate Vice Presidents, Office of the General Counsel of The Regents, etc.), and coordinates that process as appropriate.

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#### **VI. RELATED INFORMATION**

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- The [UC ANR Policy and Procedure Manual](#) is published on-line.
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#### **VII. FREQUENTLY ASKED QUESTIONS**

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#### **VIII. REVISION HISTORY**

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##### **November 2017:**

Format updated.

##### **August 2019:**

General changes: contact information, changes in titles/positions, etc.

##### **June 2022:**

Format and personnel updated.