



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Office of the President

Approved By: Richard R Rush
President

Policy Number: OP.01.004

Effective Date: April 27, 2015

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Policy on Policies

PURPOSE:

Seeking to maximize transparency and accessibility in the administrative processes of California State University Channel Islands (CI), the Policy on Policies specifies the characteristics of all administrative and academic policies at CI.

BACKGROUND:

Title V. Division 5. Chapter 1. Subchapter 7. 42700 (n) "Executive employee" means an employee with primary responsibility for the execution of policy and includes the Chancellor, vice chancellors and the campus presidents.

POLICY:

Accountability:

The policies of the University are acts of the President, and the President is accountable for their content and enforcement.

Applicability:

This policy applies to all CI faculty, staff or students with policy issuance responsibilities.

Definition(s):

Policy is a system of principles that guide the management of the University's affairs. Policies select courses of action in a context of well-understood goals and appropriate strategies. These goals and strategies are recorded in policy statements and communicated to the University community.

Policy Text:

All administrative and academic policies are acts of the President, and no policy shall be enforced without the approval of the President.

Policies shall be developed, revised and recommended to the President by the appropriate administrative or academic unit of the University in consultation with other groups across the University who may be affected by the implementation of a particular policy. In particular, academic policies shall be developed and recommended to the President by the Academic Senate, and administrative policies shall be developed and recommended to the President by the President's Planning and Policy Council.



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Administrative Policies

Administrative policies shall be presented in a consistent format utilizing the Administrative Policy Template (Exhibit A). Policy proposals must include statements of: Accountability, Applicability, and Policy Text.

All administrative policies must follow the procedures defined in the Administrative Policy Approval Process (Exhibit B).

Administrative policies shall be reviewed every five years for content, benefit to students, and alignment with the University's Strategic Plan.

All approved administrative policies shall be published in the University Policy Manual (<http://policy.csuci.edu>), and a current record of all approved administrative policies shall be maintained by the Office of the President.

Academic Policies

All approved academic policies shall be published on CI's Academic Senate Webpage (<http://senate.csuci.edu/policies.htm>) and in the University Policy Manual (<http://policy.csuci.edu>), and a current record of all approved academic policies shall be maintained by the Academic Senate and the Office of the President.

Clearinghouse Committee

The Clearinghouse Committee determines which body (Academic Senate and/or President's Planning and Policy Council) a campus policy needs to go through. The Clearinghouse reconciles policy versions, resolves conflicting statements and flags policies for meet and confer and sends them to appropriate union representatives.

EXHIBIT(S):

Exhibit A:

Policy Template

<http://policy.csuci.edu/template/policytemplatervised2014>

Exhibit B:

Process for Policy Approval (flowchart)



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http://www.csuci.edu/president/presidentscouncil/pc_documents/final-proposed-policy-process-150324-2.pdf