



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Office of the President
Approved By: Richard Yao
President

Policy Number: OP.01.010
Effective Date: 07/30/2025
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Policy on Policies

PURPOSE:

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

BACKGROUND:

California Code of Regulations (CCR), Title 5. Division 5. Chapter 1. Subchapter 7. Section 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 CSUCI 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 the 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. 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 (PPPC). Policies that are deemed both academic and administrative will be developed by the Academic Senate and PPPC and recommended to the President as shared policies.



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Administrative Policies

Administrative policies shall be presented in a consistent format utilizing the Policy Template. Policy proposals must include statements of Purpose, Background and Policy Accountability, Applicability and Policy Text.

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

All approved administrative policies shall be published in the University Policy Manual, 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 CSUCI's Academic Senate webpage and on the University Policy Manual webpage, and a current record of all approved academic policies shall be maintained by the Academic Senate and the Office of the President.

Policy Clearinghouse Committee

The Policy Clearinghouse Committee (PCC) determines if a proposed policy, which appears to have overlap, should remain with the individual policy group (Academic Senate or PPPC) or should be developed as a joint policy.

The PCC reconciles policy versions, resolves conflicting statements and returns the revised policy to the Academic Senate or PPPC for consideration. The PCC also flags policies for the meet-and-confer process and sends them to appropriate union representatives.

EXHIBIT(S):

[Policy Template](#)