

California State University Channel Islands ADMINISTRATIVE POLICY APPROVAL PROCESS

- 1) Proposed/Working policies shall be submitted in the policy template according to the policy template instructions located on the President's Council website. All non-discretionary sections of the policy, those that ARE mandated or dictated by a higher order, should be highlighted in yellow.
- 2) Proposed/Working policies shall be reviewed by the Vice President or designee.
- 3) Proposed/Working policies shall be submitted to the Office of the President for inclusion on the next President's Council agenda no later than two weeks prior to the next President's Council meeting.
- 4) Proposed/Working policies will be reviewed by the Office of the President for grammar, style, and completeness. The Office of the President will work with the author to make appropriate changes.
- 5) Proposed/Working policies, meeting agenda, and additional documents shall be posted onto the President's Council website no later than one week prior to the meeting. The first reading of policies by the President's Council will be listed under **Discussion**.
- 6) After the first reading by the President's Council, authors should make suggested changes using the track changes feature in Word and resubmit them to the Office of the President no later than two days after the President's Council meeting.
 - a. Policies requiring further discussion will reappear on the next President's Council agenda and website under **Discussion**.
 - b. Policies with minor revisions will follow one of the following courses:
 - i. Policies that do not contain curricular implications or employee terms and conditions will be up for **Recommendation** at the next Council meeting.
 - ii. Policies that have curricular implications require Senate review and will be listed under the heading of **Discussion/ Senate** on the President's Council website.
 1. Policies require Senate review ONLY if they have curricular implications, i.e. any contents related to instruction. The Office of the President will send electronic copies of policies to the Senate's Faculty Support Assistant. The Senate Executive Committee screens policies and decides if policies have curricular implication and if they should be reviewed first by a Senate Committee or be referred to the Senate. Policies that are sent to a Senate Committee for review are then sent to the Senate for review. Authors of policies to be reviewed by the Senate should be present at Senate meetings to assist in maintaining a streamlined process. All

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- policies reviewed by the Senate are reviewed two times, once for discussion and once for a vote.
2. Once a policy has been passed by the Senate, it will return to the President's Council for either further **Discussion** if the Senate recommends significant revisions or **Recommendation** if the Senate recommends only minor revisions. The Senate's Faculty Support Assistant should use track changes feature in Word to make the revisions from the Senate and resubmit policies to the Office of the President and the policy author.
 3. Policies that are returned to the President's Council and undergo further revision **MUST** repeat the Senate process.
- iii. Policies that include employee terms or conditions require Union review and will be listed under the heading of **Discussion/Union Meet and Confer** on the President's Council website.
1. Any policy with an impact on employee terms or conditions requires a minimum of 30-days for Union Meet and Confer. An example of a policy that would require Union Meet and Confer is the Policy on Smoking.
 2. The Office of the President will send electronic copies of policies to the AVP for Human Resources. Once policies have been reviewed by the Unions, they shall return to the President's Council for either further **Discussion** if Unions recommend significant revisions or **Recommendation** if Unions recommend only minor revisions. The AVP for Human Resources should use the track changes feature in Word to make the revisions from the Unions and resubmit policies to the Office of the President and the policy author.
 3. Policies that are returned to the President's Council and undergo further revision **MUST** repeat the meet and confer process.
- iv. Policies that require both Senate and Union approval will be listed under **Discussion/ Senate** and **Discussion/Union Meet and Confer** on the President's Council website.
1. An example of a policy that would require both Senate and Union approval is the Policy on Computer Related Crimes.
 2. Policies will first undergo Senate review followed by Union review according to the above mentioned procedures. In this case, the Senate's Faculty Support Assistant should use the track changes feature in Word to make the revisions from the Senate and submit policies to the AVP for Human Resources with copies to the Office of the President and the policy author.
 3. Once policies have been reviewed by both the Senate and Union, they shall return to the President's Council for **Recommendation**. If significant revisions have been made and policies are returned to the Council for **Discussion**, they **MUST** repeat the Senate and

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Union review processes before returning to the Council for
Recommendation.

- 7) Once policies have been recommended by the President's Council for approval, they are submitted to the President for approval and signature. Approved policies will be posted on CSUCI Administrative Policy website.

** Please refer to the Administrative Policy Approval Process Flowchart located on the CSUCI President's Council website.*