



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

**Office of the President**

**Approved By:** Richard R. Rush  
President

**Policy Number:** OP.01.002

**Effective Date:**

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## Policy on Policies

### **PURPOSE:**

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

### **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 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 a context of well-understood goals and appropriate strategies. These goals and strategies are recorded in policy statements and communicated to the University community.

#### **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 division vice president or designee.



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Administrative policies shall be presented in a consistent format utilizing the Administrative Policy Template (*Exhibit A*).

Policy proposals must include statements of:

- Accountability
- Applicability
- Policy Text

All administrative policies must follow the procedures defined in the Administrative Policy Approval Process (*Exhibits B & C*).

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

### **EXHIBITS:**

#### *Exhibit A*

##### Administrative Policy Template

[http://www.csuci.edu/president/presidentscouncil/pc\\_documents/Policy\\_Template\\_2.doc](http://www.csuci.edu/president/presidentscouncil/pc_documents/Policy_Template_2.doc)

#### *Exhibit B*

##### Administrative Policy Approval Process

[http://www.csuci.edu/president/presidentscouncil/pc\\_documents/Approval\\_Process1.pdf](http://www.csuci.edu/president/presidentscouncil/pc_documents/Approval_Process1.pdf)

#### *Exhibit C*

##### Process for Administrative Policy Approval (flowchart)

[http://www.csuci.edu/president/presidentscouncil/pc\\_documents/Visio-PolicyAppProcess\\_2.pdf](http://www.csuci.edu/president/presidentscouncil/pc_documents/Visio-PolicyAppProcess_2.pdf)