Office of the President	**Policy Number:** OP.01.001
Approved By: Richard R. Rush	**Effective Date:** 5/21/04
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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.

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.

Policy:
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 administrative units or individuals identified in the Procedures section of the present policy.

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
ADMINISTRATIVE POLICY MANUAL

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Policy on Policies

Policies shall be presented in a consistent format utilizing the Policy Template
(http://www.csuci.edu/president/presidentscouncil/pc_documents/Policy_Template_2.doc).
In addition to the text of the proposed policy, policy proposals must include statements of:

- Purpose
- Accountability
- Applicability

All policies must follow the procedures defined in the Procedures section of the present policy.

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

Exhibits:
Policy Template Approval Process (flowchart):
http://www.csuci.edu/president/presidentscouncil/pc_documents/Visio-PolicyAppProcess_2.pdf