

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

ADMINISTRATIVE POLICY MANUAL

POLICY TEMPLATE INSTRUCTIONS

The CSUCI Policy Manual Template was developed to provide a consistent format and policy numbering system for all CSUCI Administrative Policies. All administrative policies should be submitted, in this format, to the appropriate official(s) as directed in the administrative policy procedure. All approved administrative policies will be posted on the CSUCI website. The policy cover page will reside in hardcopy form only in the Office of the President.

Policy Cover Page

The policy cover page outlines a policy's history and documents its approval. The areas of the policy cover page should be completed as follows:

HEADING

- *Division*- Enter the name of the division that the policy applies to and/or originates from. Do not include "Division of." For example, for a Division of Student Affairs policy, enter "Student Affairs".
- *Policy Due for Review* – This section will be completed by the Office of the President according to the policy procedure.
- *Policy Number* – This section will be completed and tracked by the Office of the President in order to centralize the numbering of all administrative University policies. The Office of the President will work in conjunction with the division to ensure proper policy classification.
- *Number of Pages* – Enter the number of pages of the policy not including the cover page.
- *Topic of Policy* – Enter the name of the policy that corresponds to the cover page.

BODY

- *Version* – Enter the version of the policy. i.e. Original; Revision 1; etc.
- *Drafted By* – Enter the name of the individual(s) who drafted the policy and/or the name of the contact person to which questions regarding the draft policy can be directed.
- *Approved By* – This section will be completed by the Office of the President once the policy has been approved.
- *Approval Date* - This section will be completed by the Office of the President once the policy has been approved.
- *Effective Date* - This section will be completed by the Office of the President according to the recommendation of the appropriate parties once the policy has been approved.
- *Supersedes* – If applicable, enter the policy number of the policy for which the policy supersedes.
- *Superseded By* – The Office of the President will edit the hardcopy file to reflect the policy number for which the policy is superceded if applicable.

Policy Statement

The policy statement identifies and states the policy in the approved format. This policy statement may be a number of pages in length with the appropriate heading on page. The areas of the policy statement should be completed as follows:

HEADING

- *Division*- Enter the name of the division that the policy applies to and/or originates from. Do not include “Division of.” For example, for a Division of Student Affairs policy, enter “Student Affairs”.
- *Approved By* – This section will be completed by the Office of the President once the policy has been approved.
- *Policy Number* – This section will be completed and tracked by the Office of the President in order to centralize the numbering of all administrative University policies. The Office of the President will work in conjunction with the division to ensure proper policy classification.
- *Effective Date* - This section will be completed by the Office of the President according to the recommendation of the appropriate parties once the policy has been approved.
- *Number of Pages* – Enter the number of pages of the policy not including the cover page.
- *Topic of Policy* – Enter the name of the policy that corresponds to the cover page.

BODY

- *Purpose* – Specify the primary goals and objectives of the policy.
- *Background* – Provide the context for the policy provisions and revisions including Executive Order numbers, Title V, etc. if applicable.
- *Accountability* - Identify management accountability for policy compliance, implementation and administration.
- *Applicability* – Define specific individuals or groups to which this policy applies.
- *Definition(s) – Optional:* Define unfamiliar but important terms that are referenced in the policy as needed.
- *Policy* – Outline the requirements and responsibilities to accomplish the purpose of the policy. Highlight all non-discretionary sections of the policy, those that ARE mandated or dictated by a higher order, yellow.
- *Exhibit(s) – Optional:* Include forms, illustrations and reference information that provides augmentation to the policy or procedure itself, rather than policy background. For instance, a diagram that outlines a procedural process may be included, while text of an Executive Order referenced in the background would not be included.