CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
POLICY MANUAL
POLICY TEMPLATE INSTRUCTIONS

The CI Policy Manual Template was developed to provide a consistent format and policy numbering system for all CI Policies. All policies should be submitted, in this format, to the appropriate official(s). All approved policies will be posted on the CI website. The policy cover page will reside in hardcopy form only in the official records of the Academic Senate and 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
- ➢ *Academic Senate/Division*- Enter Academic Senate and/or 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". In the case of policy that is recommended by two bodies, enter both Academic Senate and the Division. For example, "Academic Senate/Student Affairs"
- ➢ *Policy Due for Review* – This section will be completed by the Policy Manager in accordance with the Policy on Policies.
- ➢ *Policy Number* – This section will be completed by the Policy Manager. Policies recommended by two bodies will be cross-listed with two numbers.
- ➢ *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) or committee that 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 Policy Manger once the policy has been approved.
- ➢ *Approval Date* - This section will be completed by the Policy Manger once the policy has been approved.
- ➢ *Effective Date* - This section will be completed by the Policy Manager 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- ➢ *Superseded By* – The Policy Manager will edit the hardcopy file to reflect the policy number for which the policy is superceded if applicable.

<u>Policy Statement</u>
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
- ➢ *Academic Senate/Division-* Enter Academic Senate and/or the name of the division that the policy applies to and/or originates from. Do <u>not</u> include "Division of." For example, for a Division of Student Affairs policy, enter "Student Affairs". In the case of policy that is recommended by two bodies, enter both Academic Senate and the Division. For example, "Academic Senate/Student Affairs"
- ➢ *Approved By* – This section will be completed by the Policy Manger once the policy has been approved.
- ➢ *Policy Number* – This section will be completed by the Policy Manager. Policies recommended by two bodies will be cross-listed with two numbers.
- ➢ *Effective Date* - This section will be completed by the Policy Manager 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* – State the policy including an outline of the requirements and responsibilities to accomplish the purpose of the policy.
- ➢ 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.