



Channel Islands

CALIFORNIA STATE UNIVERSITY

Division of Student Affairs

DSA Area Name: Vice President for Student
Affairs office

Effective Date: August 29, 2016
Procedure Number: VP-p004.01

Student Affairs Working Procedure on Submission and Review of Procedures

Intent: To provide a framework for the submission and review process for Division of Student Affairs procedures.

Background: The Vice President for Student Affairs (VPSA) has charged all areas within Student Affairs to be responsible for creating, documenting and reviewing procedures that guide the operational and programmatic functions, as well as the delivery of services, for their respective areas. Under the direction of the VPSA, a streamlined administrative review process has been developed for all DSA procedures. The VPSA has charged Student Affairs Communication with the responsibility of coordinating this process.

Accountability: The VPSA, DSA Area Heads and the Coordinator of Student Affairs Communication

Applicability: All DSA employees

Definition(s): N/A

Attachment(s): DSA Procedure Template (located on the S Drive at S:\1 DIVISIONWIDE INFORMATION\8 PROCEDURES)

Procedure: Areas are responsible for the development of content for procedures using the approved Division procedure template. It is important to use the procedure template to ensure accessibility and consistency among all procedures. Upon completion of a draft procedure, the author will follow the steps for submitting a procedure, as follows:

Steps to Submit and Publish DSA Procedures:

1. The author sends final draft of procedure to respective Area Head for review and approval.
2. The Area Head (or approved designee) sends an electronic copy of the procedure to Student Affairs Communication via the process outlined in the Student Affairs Working Procedure on Communication & Design (CL-p001.01).
3. The Coordinator of Student Affairs Communication will review the procedure for grammatical and formatting purposes. The accuracy of content is still the responsibility of the Area Head or approved designee.

4. Respective Area Head reviews the procedure with the VPSA. Once the VPSA has approved the procedure, the respective Area Head forwards the final MS Word version directly to the Coordinator of Student Affairs Communication via email.
5. Upon receipt of the procedure, the Coordinator of Student Affairs Communication assigns the procedure a number using the approved procedure numbering system, including an area-specific prefix.
6. The final MS Word version is saved electronically on the shared drive and printed, and the hard copy is forwarded to the procedure's author to obtain the necessary signatures, as required on the procedure template.
7. Once signed, the author returns the signed procedure to the Coordinator of Student Affairs Communication, who then scans the signed procedure and creates an accessible PDF which is saved to the student services shared drive and published to the Procedures and Policies for Student Affairs webpage.
8. Notification of the newly-approved procedure(s) will then be emailed to the Division by the VPSA office.

All final copies, electronic and hard copy, are maintained by Student Affairs Communication.

Steps for Reviewing Established DSA Procedures:

1. Procedures should be reviewed by the respective area and updated regularly; however, they are required to be reviewed a minimum of every five years, which is consistent with the cycle used by the University to review campus policies.
2. The Coordinator of Student Affairs Communication will track the review process and inform Area Heads when review time is approaching
3. Procedures that require changes will follow the previously outlined steps on submitting a DSA procedure.

Raguel H. S. Jr.
Author's name

R. H. S. Jr.
Author's signature

8/29/16
Date

Approved:

DOROTHY AYER
DSA Area Head's name

Dorothy Ayer
DSA Area Head's signature

09/12/16
Date

Wm. Gregory Sawyer
VPSA's name

Wm. Gregory Sawyer
VPSA's signature

9/19/16
Date