

## ***Campus Policy and Procedure Process Guidelines***

---

### **GENERAL INFORMATION:**

- These guidelines should be followed by all divisions on campus.
- The Office of the Vice President for Finance and Administrative Services maintains the repository for all campus policies and procedures.
- When possible, University policies/procedures that impact students or the general public should be separate from policies that impact campus operations and employees.

### **DEFINITIONS:**

- **Policies** are written principles put in place to govern university processes, activities, and/or functions. These principles ensure compliance, enhance the university's mission, strengthen internal controls, and reduce the risk of improper transactions. Policies state what is done and under what authority.
- **Procedures** are documents that provide step-by-step actions and detailed descriptions of what is needed to carry out policies.
- **Guidelines** are documents that advise how a process *should be* completed.
- **Desktop Procedures** are documents maintained by departments and individuals regarding internal processes and not part of the campus policy and procedure repository.

<b>POLICY AND PROCEDURE PROCESSES:</b>	
<b>PROCESS:</b>	<b>DEFINITION:</b>
<b>New</b>	Developing a new campus policy
<b>Revision</b>	Making significant substantive changes that change or augment the original meaning, instruction or directive of the policy
<b>Update</b>	Making minor non-substantive changes to a current campus policy such as title changes, spelling and grammar updates, or Executive Order changes
<b>Rescission</b>	Removing a policy because it is no longer applicable to the campus

### **POLICY AND PROCEDURE TEMPLATE:**

- The policy and procedure template can be found on the University Policies, Procedures, and Guidelines Web site: <http://www.csusm.edu/policies>

### **FOR POLICY AND PROCEDURE ASSISTANCE:**

- Contact the Policy and Procedure Coordinator:  
**Jennifer Williams**  
[jwilliam@csusm.edu](mailto:jwilliam@csusm.edu)  
760-750-4955

**Campus Policy and Procedure  
Process Guidelines**

<b>CREATING OR REVISING POLICIES AND PROCEDURES</b>		
<b>STEP:</b>	<b>RESPONSIBLE PARTY:</b>	<b>ACTION:</b>
1	Initiator	Identifies the need to create a new policy and procedure (P&P) or revise an existing P&P and requests approval from the appropriate Vice President/Provost
2	Vice President/Provost	Authorizes request
3	Initiator	Informs the Policy and Procedure Coordinator (PPC)
4	Initiator	Drafts the P&P, consulting with the appropriate individuals
5	Initiator & Vice President/Provost	<b>Determine if HR should be consulted:</b>
		<ul style="list-style-type: none"> <li>• If the policy impacts employees or employment, contact the Director of Human Resources and Equal Opportunity (HREO) and/or Associate Vice President for Academic Resources (AVPAR) for consultation</li> <li>• If the policy impacts students, the Vice President for Student Affairs shall be consulted so that it can be determined who to include in the review process</li> </ul>
6	Initiator	Submits draft to appropriate VP/Provost and the PPC for review
7	Initiator	Incorporates feedback
8	Vice President/Provost	Authorizes policy to go through Executive Council process
9	Initiator	Informs the PPC that the P&P is ready to be routed through Executive Council
10	PPC*	Informs the President's Chief of Staff of the new P&P or P&P revision
11	PPC*	Distributes the P&P to the Executive Council for review
		<ul style="list-style-type: none"> <li>• Provides a two-week review period for review and feedback</li> </ul>
12	Executive Council	Reviews and provides feedback
13	President's Chief of Staff	Places the policy on the Executive Council agenda for discussion or approval
14	President's Chief of Staff	Informs the PPC if the policy was approved
15	PPC	<b>IF APPROVED</b> , forwards the approved policy to the Director, HREO to forward onto the OGC and the CSU Office of Labor Relations <b>(proceed to step 16)</b>
		<b>IF NOT APPROVED</b> , notifies the initiator and goes back to <b>Step 6</b>
16	Director, HREO	Notifies the PPC at the conclusion of the meet and confer process of the result
17	PPC*	<b>IF APPROVED</b> , the PPC forwards the official document to the Office of the President for signature
18	The Office of the President	Returns the signed document to the PPC
19	PPC	Posts the policy on the Web site
20	PPC	Announces the new or revised P&P to the campus via NewsCenter

**\* The Responsible Party in steps 7, 10, 11, and 17 may be replaced with the respective Provost's/Vice President's administrative assistant as appropriate.**

**Campus Policy and Procedure  
Process Guidelines**

<b>UPDATING POLICIES AND PROCEDURES</b>		
<b>STEP:</b>	<b>RESPONSIBLE PARTY:</b>	<b>ACTION:</b>
1	Initiator	Identifies the need to update a policy and procedure (P&P) and requests approval from the appropriate Vice President/Provost
2	Vice President/Provost	Authorizes request
3	Initiator	Informs the Policy and Procedure Coordinator (PPC)* of the update
4	Initiator	Updates the P&P
5	Initiator	Submits draft to appropriate VP/Provost and the PPC for review
6	VP/Provost	Approve draft
7	PPC*	Forwards the official document to the Office of the President for signature
8	The Office of the President	Returns the signed document to the PPC
9	PPC	Posts the policy on the Web site
10	PPC	Announces the updated P&P to the campus via NewsCenter

*\* Replacing the PPC with the respective Provost's/Vice President's administrative assistant may be appropriate for some areas on campus*

**Campus Policy and Procedure  
Process Guidelines**

<b>RESCINDING POLICIES AND PROCEDURES</b>		
<b>STEP:</b>	<b>RESPONSIBLE PARTY:</b>	<b>ACTION:</b>
1	Initiator	Identifies the need to rescind a policy and procedure (P&P) and requests approval from the appropriate Vice President/Provost
2	Vice President/Provost	Authorizes request
3	Initiator	Informs the Policy and Procedure Coordinator (PPC)
4	PPC	Places the P&P on the appropriate Rescission Template
5	PPC	Distributes the P&P to the Executive Council for review <ul style="list-style-type: none"> <li>• <i>Provides a two-week review period for review and feedback</i></li> </ul>
6	Executive Council	Reviews and provides feedback
7	President's Chief of Staff	Places the policy on the Executive Council agenda for discussion or approval
8	President's Chief of Staff	Informs the PPC if the policy was approved
9	PPC	<b>IF APPROVED</b> , forwards the official document to the Office of the President for signature ( <b><i>proceed to step 10</i></b> ) <b>IF NOT APPROVED</b> , notifies the initiator and discusses next steps
10	The Office of the President	Returns the signed document to the PPC
11	PPC	Posts the policy on the Web site
12	PPC	Announces the rescinded P&P to the campus via NewsCenter