

<p><b>Responsible Official (Title):</b> Vice President for Administration (VPA) <b>Responsible Office:</b> Office of the Vice President for Administration <b>Responsible Division:</b> Division of Administrative Services</p>
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## POLICY ON ADMINISTRATIVE POLICIES

### 1. Policy Statement

This policy establishes a development and approval process for university-wide, Administrative policies. By implementing this uniform process, the university seeks to enhance operational efficiencies, best practices, effective decision-making and compliance with laws and regulations. This policy also helps ensure that Administrative policies are easily accessible in a centralized database, understandable, widely disseminated, consistent, reviewed and approved in an appropriate way.

### 2. Authority

Authority and responsibility for this policy has been delegated to the Vice President for Administration by the University President.

### 3. Scope/Applicability

This policy and related procedures apply to all units of the university except as noted under Exclusions.

### 4. Exclusions

- 4.1. Academic Policy Manual (APM) policies (the Academic Senate has primary responsibility to make recommendations to the University President on all university-wide academic policy issues).
- 4.2. Auxiliary Organization policies (separate policies and procedures).
- 4.3. Department of Athletics (separate policies and procedures).
- 4.4. Department/College/School/Unit specific policies or procedures that pertain only to their internal operations.

**Note 1:** These areas develop, review and approve their policies in accordance with their internal procedures subject to the following:

Note 1.1. A policy may not conflict with applicable laws, regulations, and/or university-wide policies, but may be more restrictive.

Note 1.2. A policy may not be adopted that is inconsistent with or expands the obligations of the university without the express written approval of the University President.

**Note 2:** Policies and procedures for the above areas are posted on their respective division, department, college, school or unit websites.

### 5. Supersedes – N/A. New policy.

## 6. Definitions

- 6.1. **Policy:** Written principles put in place to govern university processes, activities, and/or functions. These principles enhance the university's mission, help achieve compliance with any applicable laws and regulations, strengthen internal controls, reduce institutional risk and/or promote operational efficiency. Policies state what is done and under what authority.
- Note:** Policies may not conflict with applicable laws and regulations, but they may be more restrictive.
- 6.1.1. **Academic Policy:** An Academic policy is a written statement of policy for which the Academic Assembly has primary responsibility. The Academic Assembly shall have the power to make recommendations to the University President on all university-wide academic issues. The Academic Assembly has the primary responsibility for such fundamental areas as:
- 6.1.1.1. Academic personnel (this is intended to apply to campus personnel matters, in general, and not to apply to individual personnel decisions),
  - 6.1.1.2. Academic and professional standards,
  - 6.1.1.3. Research and creative/scholarly activity,
  - 6.1.1.4. Instructional budget matters (those which relate to the educational mission),
  - 6.1.1.5. Curriculum,
  - 6.1.1.6. Subject matter and methods of instruction,
  - 6.1.1.7. Admission and degree requirements, and
  - 6.1.1.8. Those aspects of student life which relate to the educational process.
- 6.1.2. **Administrative Policy:** An Administrative policy is a written statement of policy with broad application throughout the university and significant impact to the university if not followed. Administrative policies may be developed to express basic values of the university, ensure coordinated compliance with applicable laws and regulations, promote operational efficiencies, enhance the university's mission, and/or reduce institutional risk.
- 6.1.3. **Athletic Department Policy:** Athletic department policies are intended to provide guidance in Athletic department programs and operations. The policies are applicable to all individuals working in the Athletic department, whether they are employed by Fresno State or the Fresno State Athletic Corporation. Certain policies or procedures also explicitly apply to student-athletes and guests or invitees of the department.
- 6.1.4. **Auxiliary Organization Policy:** Auxiliary organization policies are sets of rules that provide guidance for the conduct of the auxiliary's operations. Typically, auxiliary organization policies are approved by the governing board of the auxiliary organization.
- 6.1.5. **Departmental/College/School/Unit Policy:** A policy that does not have broad impact on the university community and is limited in its scope and application to a specific area.
- 6.2. **APM:** Academic Policy Manual.
- 6.3. **Approved Date:** Date that a policy is approved via the *Policy on Administrative Policies* and is *in effect* or effective date (if different than approved date). This date should be noted on the last page of each policy document.
- 6.4. **Authority:** References or documents such as CSU Executive Orders, CSU Coded Memos, State Codes, delegations of authority, etc. that provide authority over the matter. If a conflict occurs between a newly adopted or revised authority document and the Administrative policy, the authority document(s) shall prevail and the Administrative policy will be updated to reflect the newly adopted or revised authority document(s).

- 6.5. **Consultation:** The Responsible Official shall consult with all relevant stakeholders (e.g., affected departments, Human Resources, Faculty Affairs, CSU Office of General Counsel, CSU Employee Relations, Academic Senate, Joint Labor Council, etc.) in the development, revision, reaffirmation or rescission of a policy.
- 6.6. **Exclusions:** Circumstances that excuse conformance with the Policy on Administrative Policies.
- 6.7. **Interim Policy:** Provisional policy issued when a policy is needed within a time period too short to complete the policy process. The University President may enact such emergency or interim policies as he or she determines to be in the best interests of the university.
- 6.8. **Interpretation:** Meaning of a policy and how it is applied is determined by a specific position (i.e., top ranking Responsible Official(s)).
- 6.9. **Key Search Words:** Significant word or words from the policy title or document used especially as an index to content.
- 6.10. **Minor Update:** Minor non-substantive changes to a current campus policy, such as title changes, spelling and grammar updates.
- 6.11. **Next Evaluation Date:** Best practice on when a policy shall be evaluated to determine the need for reaffirmation, revision or rescission.
- 6.12. **Procedures:** Established methods and requirements for the orderly implementation of a policy: who does what; steps that need to be taken; which forms or documents to use; and reference related policies, procedures or information.
- 6.13. **Policy Approval:** All Administrative policies must be approved by the University President unless the University President has delegated this responsibility.
- 6.14. **Policy Approval Form:** Document that summarizes the need for a new, revised, reaffirmed or rescinded policy, with original signatures.
- 6.15. **Policy Statement:** Statement on the front page of a policy document that encapsulates the policy's purpose, namely its core provisions.
- 6.16. **Reaffirmation:** A policy that remains in effect once a review of the policy concludes that no changes (or only minor updates) to the policy are necessary.
- 6.17. **Reaffirmation Date:** Date that a policy has been reviewed by the Responsible Executive and determined that the policy *remains in effect*. This date shall be noted on the last page of each policy document.
- 6.18. **Rescission:** Removing a policy because it is no longer applicable to the campus.
- 6.19. **Responsible Executive:** The University President or Cabinet member in charge of the Responsible Office adopting, revising, reaffirming or rescinding a policy; primarily accountable in the policy's authorization.
- 6.20. **Responsible Office:** The university unit responsible for developing, implementing, revising and administering the policy.
- 6.21. **Responsible Official:** The individual (administrator, dean, director or manager) responsible for developing, coordinating, and maintaining the policy, working under the direction of the Responsible Executive.
- 6.22. **Revision:** Revisions that change or augment the original meaning, instruction or directive of the policy, including when any reference authority documents are revised or changed.
- 6.23. **Revision Date:** Date that an existing policy was reapproved via the *Policy on Administrative Policies* and *remains in effect*. This date shall be noted on the last page of each policy document.
- 6.24. **Scope/Applicability:** States which groups, departments, activities, etc., are impacted by the policy.

- 6.25. **Sunset Date:** A provision that a particular policy will expire on a particular date, unless it is reauthorized by the University President or Responsible Executive.
- 6.26. **Supersedes:** Authority that replaces in power, effectiveness or authority the previously stated authority.

## **7. Procedures**

### **7.1. Initiation of a Policy**

A policy may be initiated by a Responsible Official. The Responsible Official should oversee the drafting and development process. The Responsible Official should also review and update the policy on a timely basis to ensure compliance with current laws, regulations, and best practices, and seek review and approval of any material changes to the policy.

### **7.2. New Policy Development and Approval**

- 7.2.1. The Responsible Official should engage in the drafting process and consult with relevant university stakeholders including the Joint Labor Council if appropriate.
- 7.2.2. If the policy may impact faculty or staff conditions of employment, Faculty Affairs and/or Human Resources should be consulted.
- 7.2.3. After appropriate consultation, the Responsible Official shall submit the proposed policy to the Responsible Executive for approval. The Responsible Executive will review the policy, ensure that the consultative process took into consideration CSU policies and university issues, and require additional consultation if deemed appropriate or necessary.
- 7.2.4. Once a policy is approved by the Responsible Executive, the policy shall be submitted to the President's Cabinet for final review.
- 7.2.5. All new policies shall be approved by the University President.
- 7.2.6. The Responsible Official shall maintain documentation of the review and consultation process.

### **7.3. Consultation with the Academic Senate**

- 7.3.1. In the spirit of collaboration, Administrative policies that may affect academic issues, faculty and/or students will be forwarded to the Academic Senate for a consultative review before the University President gives final approval.
- 7.3.2. Where determined to be in the best interest of the university, the University President may approve an Administrative policy as "Interim" pending receipt of feedback from the Academic Senate.
- 7.3.3. After receipt of the Administrative policy, the Academic Senate will have six (6) months to forward any recommended revisions to the University President for consideration. If the Academic Senate has not returned or acted upon the policy within this timeframe, the policy may be approved without further consultation.
- 7.3.4. Exceptions to the six-month timeframe will be granted to the Academic Senate as appropriate.

**7.4. Policy Formatting Instructions:**

- 7.4.1. New policies and updates to existing policies should use the Fresno State Administrative Policy Template.

**7.5. Policy Review**

- 7.5.1. All policies shall have a section titled Next Evaluation Date that states the amount of time until the next evaluation of the policy.
- 7.5.2. New policies shall have an initial duration of three (3) years, or sooner as recommended by the Responsible Official, before its next evaluation.
- 7.5.3. Existing policies shall have five (5) years, or sooner as recommended by the Responsible Official, before its next evaluation.
- 7.5.4. In the year prior to the designated evaluation date, the Responsible Official shall consult the appropriate stakeholders to review the effectiveness and appropriateness of the policy. Based upon this review and subsequent recommendations, the Responsible Official shall recommend either renewal of the policy (reaffirmation, no changes or only minor updates), initiate a full assessment of the policy, or rescind the policy.
- 7.5.5. Policy Renewal: Existing policies that do not require any changes or require only minor updates may be approved by the Responsible Executive (i.e., responsible Cabinet member).
- 7.5.6. Full assessment: A full assessment shall include the process stated in section 7.2, steps 7.2.1 through 7.2.3. The policy shall be submitted to the Responsible Executive for approval in final format and redline format, along with the previously approved version of the policy.
- 7.5.7. Reaffirmation/final approval for a revised policy may be given by the Responsible Executive where responsibility for a policy has been delegated. However, policies that have significant institutional impact shall require University President review and approval; the Responsible Executive will consult with the University President to make that determination.
- 7.5.8. Rescinding a policy: After the recommendation to rescind a policy is approved by the Responsible Executive (in consultation with the President and/or Cabinet if necessary), the policy shall be removed from the policy website.

**7.6. Policy Publication:**

- 7.6.1. Each approved policy shall be sent digitally (Microsoft Word format) and hard copy to the Office of the Vice President for Administration along with the signed, approved copy of the Administrative Policy Approval Form. If the policy has been revised, also include a redline version of the document.
- 7.6.2. Each policy will be assigned a policy number by the Office of the Vice President for Administration and will be posted to the University Policies and Procedures website.
- 7.6.3. **The University Policies Manual (UPM) website shall be the official and only repository for all approved Administrative policies. If a college, school, department or unit wishes to include or reference an official policy on its website, it shall do so by providing a link to the policy in the University Policies Manual (UPM) website. This will ensure that only the most current policy version is available to all constituents.**

**7.7. Policy Dissemination:**

- 7.7.1. The Responsible Official shall oversee the drafting and development of a notice to the campus or appropriate constituents summarizing the new policy or revisions to an existing policy once it has been approved.
- 7.7.2. The Responsible Executive (or designee) shall disseminate the notice as appropriate.

**8. Related Policies, Procedures, Information or Forms**

- 8.1. Fresno State Administrative Policy Flow Chart
- 8.2. Fresno State Administrative Policy Approval Form
- 8.3. Fresno State Administrative Policy Template
- 8.4. Administrative Policy Checklist A (New or Revised Policy)
- 8.5. Administrative Policy Checklist B (Reaffirmed, Superseded, Rescinded Policy or Procedure)

**9. Contact Information**

If you have any questions regarding this policy, please contact the Office of the Vice President for Administration at 559.278.2083.

**10. Key Search Words**

Policy, policies; administrative; reaffirm; rescind; sunset.

**11. History/Revision Dates**

December 4, 2015	Published as an Interim policy pending consultative review by the Academic Senate.
May 2, 2016	Reviewed by Academic Senate
May 26, 2016	Approved by University President
December 14, 2016	Approved by VP for Administration, Minor Update
March 9, 2017	Approved by VP for Administration, Minor Update

**12. Next Evaluation Date:** May 26, 2019

**Consultative Review by the Academic Senate:** Yes  No

**Purpose:** This policy establishes a development and approval process for Administrative policies and provides a roadmap/guideline to distinguish between Administrative and Academic policies. As collegiality consists of a shared decision-making process, and the Academic Senate has primary responsibility to make recommendations to the University President on all university-wide academic policy issues, this policy will be sent to the Academic Senate for a consultative review.