MEMORANDUM

DATE: March 7, 1996

TO: Members of the University Community

FROM: Norma S. Rees
President

SUBJECT: Policy on Policies

Upon the recommendation of the Academic Senate, the "Policy on Policies" described herein has been established and it shall take effect immediately.

The Policies and Procedures of California State University, Hayward is a compendium of rules and regulations that have an impact on the University as a whole (as opposed to affecting only individual offices or units). These policy documents will be kept updated and available for referral by any member of the CSUH community.

Repositories

As the complete Policies and Procedures of California State University, Hayward is large and bulky, it will be housed in its entirety only in the Office of Faculty Development and in the Office of the Vice President for Administration and Business Affairs. The Vice Presidents' Offices will house the policies and procedures related to their respective area. Individual Schools and other units may wish to publish, for their own personnel, a Policies and Procedures Manual that is limited to documents relevant to an individual unit.

Ultimately, all policies and procedures will be available on-line
Maintenance

The Office of the Vice President for Administrative and Business Affairs will serve as the Caretaker for the Policies and Procedures of California State University, Hayward. The Caretaker will maintain a correct, updated Table of Contents for the compendium; this list should be reviewed periodically by the President’s Council, the Executive Committee of the Academic Senate, and the Staff Council. These bodies, as well as others, may wish to make recommendations for updating policies and adding new ones.

Procedures for Creating and Updating Policies

Policies may be created or updated by the President or by any of the four Vice Presidents. If a department or other University unit wishes to propose a new policy or revision of an existing policy, the new or revised document must be approved by the President or one of the Vice Presidents before it becomes university policy.

When a policy is revised or added, the Caretaker must be notified in writing and a copy of the policy sent to that individual.