Policy on Campus Policies

Policy Number:	OP 01-009
Policy Administrator:	Office of the President
Policy Initiator:	AVP University Affairs and Chief of Staff
Authority:	**CSU Board of Trustees**
Effective Date:	July 29, 2019
Revised Date:	January 3, 2023
Approved:	President Thomas A. Cropper
Approval Signature:	/s/

Purpose:
Policies protect the integrity of the university's mission; support shared governance and decision-making; and establish expectations related to how the university conducts business, thereby reducing institutional risk. All policies should be clear, fair, and widely understood; and must be thoroughly reviewed, maintained, and made available to the campus community in order to promote transparency, practicality, compliance, and accountability. This policy establishes a framework, common format, roles and responsibilities and process for adoption, review, revision, and dissemination of all California State University Maritime Academy (Cal Maritime) policies.

Scope:
This policy applies to all Cal Maritime policies, including Academic Senate policies that are drafted, adopted, and/or revised after the effective date of this policy.

Accountability:
The President of Cal Maritime, working in consultation with the vice presidents and academic senate leadership, approves all policies of Cal Maritime, both new and revised. It is the responsibility of the Policy Administrator and Policy Initiator (see below for instructions) to develop and/or make revisions to the policy as needed.

Policy:
It is the policy of Cal Maritime that its policies shall be implemented, both new and revised, and published online in accordance to CSU Executive Order, federal mandate, and/or state regulation, using the standards outlined in the procedures of this policy. The Office of the President shall maintain and store official policies and supporting documentation, in a hard-copy form with original signatures.

Procedures:

I. Definition:

A. University Policy:
   i. A rule that has been officially sanctioned by the Campus President and generally has university-wide applicability.
   ii. May include governing principles; may either mandate or constrain action; may promote compliance with laws; and/or may mitigate the university's risk.
   iii. Provides guidance, alternatives, and/or limits to the decision-making process.
   iv. Requires review and approval by the Cabinet prior to presidential signature.

B. University Procedures:
   i. Provide guidance on the development and implementation of policies.
   ii. May be changed by the designated Policy Administrator through consultation with all impacted areas.
   iii. Does not require approval by the Cabinet or presidential signature.

C. Policy Administrator:
   i. Usually the head of one of the university's major divisions: Academic Affairs, Academic Senate, Student Affairs, Administration & Finance, University Advancement, Marine Programs, and Office of the President, and is responsible for the development, approval, and implementation the of policy.

D. Policy Initiator:
   i. Usually the head of the unit and/or department under the division, i.e. Admissions, Alumni Relations, Human Resources, etc., and provides lead support in the development, approval, and implementation of the policy.

E. Authority:
   i. Usually a mandate, law, and/or regulation at the system, state, and/or federal levels; and/or the President for policies specific to Cal Maritime.

II. Procedures for the development, revision, approval, and administration of policy (not including Academic Senate policies):

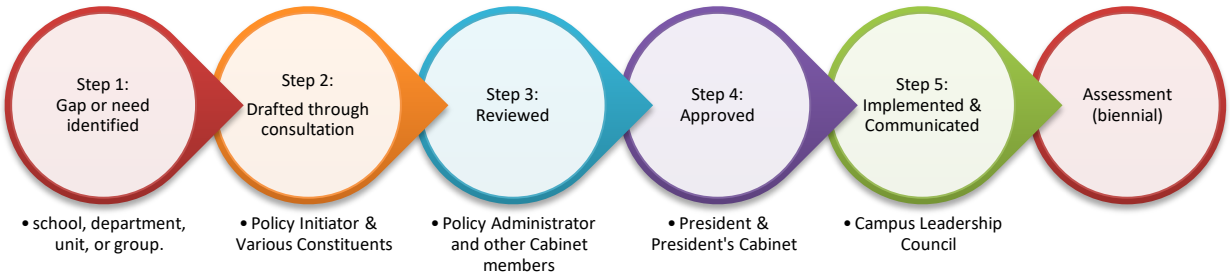
A. Identification and development:
   i. Any Cal Maritime school, department, or unit may propose a new or revised policy, so long as there is sufficient evidence and research to support the policy.
   ii. New or revised policy proposals should (i) briefly explain the need for the new or revised policy (indicating how it works with, conflicts with, or negates existing policy); (ii) summarize the content of the policy; (iii) and indicate the campus community stakeholders who may be directly impacted by the policy.

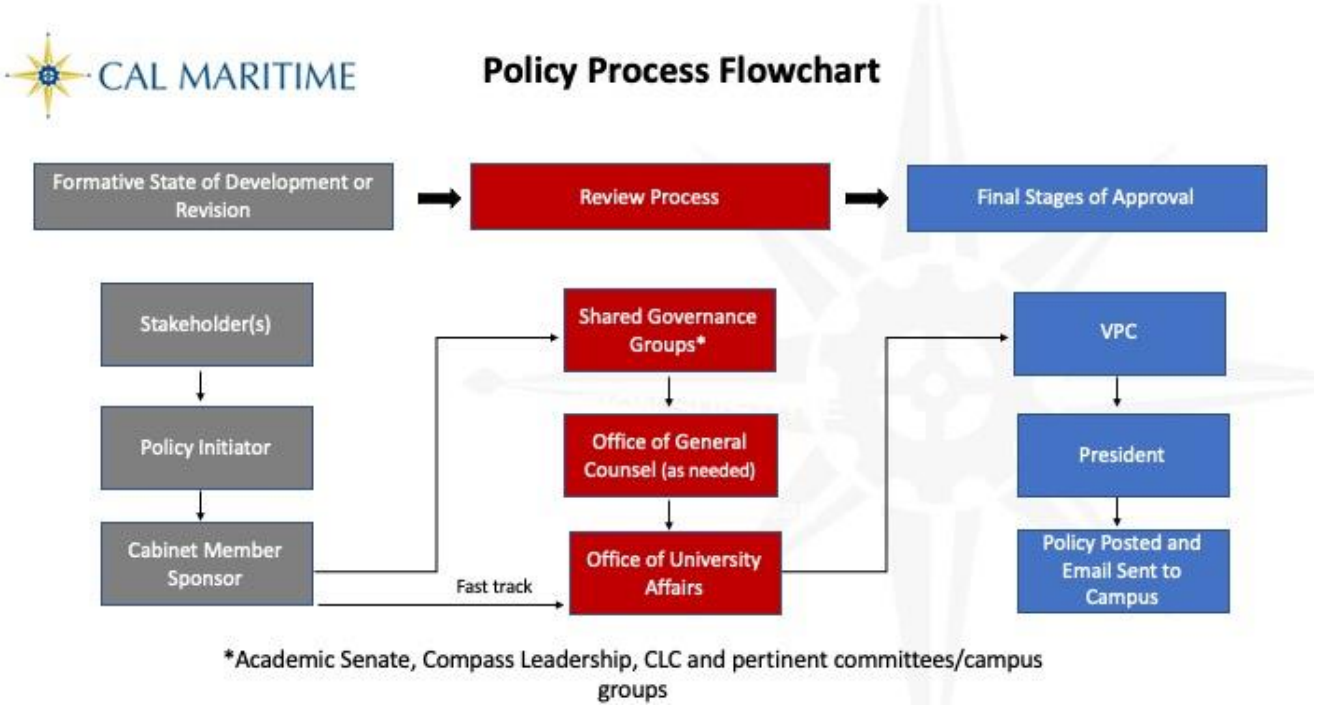
B. Drafting and consultation:
   i. Using the standard policy template, the Policy Initiator drafts the new or revised policy through active consultation with the campus community stakeholders already identified. Human resources, safety and risk management, and procurement should also be consulted, as appropriate, to evaluate potential risks.
   ii. Because the policy template is intended to promote consistency, clarity, and focus, all sections of the template must be completed. (Indicate "Not Applicable" when appropriate.) The draft policy should also have appended any previous policies it is intended to replace.

C. Review and Approval:
   i. The policy will then be reviewed by members of the Cabinet, not including the President. The Cabinet shall review and approve the policy within a reasonable timeline of one month.

ii. Once all feedback has been collected and applied to the policy as appropriate, the policy will then be submitted to the AVP University Affairs and Chief of Staff to prepare for final approval and signature by the President, within a reasonable timeline of two weeks.
    a. If additional information, clarification, and/or changes are identified at any point in the review process, the policy will be returned to the Policy Initiator to address and will be recirculated for review as described above.
iii. Once the President approves and signs the policy, it will be published online and is considered an active policy.

D. Communication:
1. A list of all new, revised, and discontinued policies will be shared with the campus community at the beginning of each semester.
2. The original signed policy will be assigned a number and housed in the Office of the President. A copy with an e-signature will be available on the campus' policies webpage.





III. Discontinuing a Policy

The Policy Administrator may deem it appropriate to discontinue an existing policy or consolidate it with another policy. In this event, the Policy Administrator will inform the

Cabinet, and Academic Senate (when applicable) of this intent, providing supporting documentation and a rationale for this recommendation, and then receive approval from the Campus President. Only the Campus President has the authority to discontinue a policy.

Appendix

CAL MARITIME **ACADEMY POLICY & PROCEDURE MANUAL**

Policy Number:	(assigned by University Affairs)
Policy Administrator:	(Division)
Policy Initiator:	(Department Head)
Authority:	
Effective Date:	
Revised Date:	
Approved:	(President)
Approval Signature:	

Policy Title

Purpose:

Scope:

Accountability:

Policy:

Procedures: