CAL POLY HUMBOLDT
University Senate

Resolution on Revising the Policy on Policies, Procedures, and Guidelines

25-24/25-University Policies Committee — May 13, 2025 — Second Reading

RESOLVED: That the University Senate of Cal Poly Humboldt recommends to the President that the Policy on Policies, Procedures, and Guidelines be approved; and be it further,

RESOLVED: That the broader University Community, in collaboration with the University Policies Committee (UPC) and Senate Executive Committee (SenEx), adheres to the protocols established by the revised policy in policy review, development, drafting, and implementation; and be it further,

RESOLVED: That the policy be broadly disseminated to the University Community to enhance transparency in policy review, development, drafting, and implementation.

RATIONALE: During AY 2016/2017, the newly formed UPC and University Senate (formerly Academic Senate) developed the original Policy on Policies, Procedures, and Guidelines to create a clear and consistent process for reviewing, developing, drafting, and implementing University policies. The original charge required that the UPC review the efficacy of the policy at least once a semester for the first three semesters of its implementation, as well as a mandatory review of the policy by the University Senate in Spring 2018. Further, the original policy tasked responsible offices to review their policies and their implementation as needed, but at least every five years. Ostensibly and without fault, prior responsible offices and committees have not consistently carried out such reviews. This proposed policy revision and resolution aims to align the policy with past practices while simultaneously creating transparency in the policy review, development, drafting, and implementation process for the broader university community.

Policy on Policies, Procedures, and Guidelines
[Policy Number]
University Policies Committee

Applies to: Administrators, Faculty, Staff, and Students

Supersedes: #17-01

Purpose of the Policy

This policy is intended to ensure that Cal Poly Humboldt shall issue and maintain University policies, procedures, and guidelines using a consistent process and format rooted in transparency and shared governance. It provides continuity and guidance to the University community regarding the process of making and communicating University Policies, Procedures, and Guidelines.

Definitions

Policy: Policies are principles established to govern a body's actions, activities, and functions, which are approved through a formal process. They provide guidance/direction on what is done and under whose authority.

California State University (CSU) Policy: CSU policies establish oversight, governance, guidelines, and procedures for the CSU system.

Cal Poly Humboldt Policy: A Cal Poly Humboldt Policy, or University Policy, provides specific principles for University operations, administration, or programs.

Procedures: Procedures specify operational and management mechanisms, tasks, or steps required to implement a policy.

Guidelines: Guidelines offer recommendations and best practices for executing policies and procedures.

Responsible Office: A Cal Poly Humboldt office that is responsible for maintaining a University Policy.

Policy Details

1. **Guiding Principles**

   a. The Trustees of the California State University are the ultimate policy-making body of the University. University policy is subordinate to California State University policies, executive orders, and memoranda.

   b. University policies must not conflict with Federal and State laws, rules and regulations, CSU policies, Collective Bargaining Agreements, executive orders, and memoranda.

   c. The Senate shall consider new policy proposals concerning the general welfare of the University. It shall also review established policies, and study matters of concern to the University community (Appendix F, Part 1, 2.1) when any one of the following conditions is met:
      i. Policies that affect the core academic mission, such as but not limited to curriculum, academic standards, or faculty governance.
      ii. Changes with broad institutional implications, such as but not limited to admissions criteria, grading policies, or misconduct.
      iii. Matters that directly affect the collective relationships of students, staff, or faculty with the University.
      iv. Structural changes to departments, programs, or degrees.
      v. Situations where existing governance procedures explicitly require Senate approval.

   d. The Senate does not need to consider the following:
      i. Procedures and Guidelines that support the implementation of a University Policy.
      ii. College and department-level policies, as well as policies that only apply to an acute subset of the University.
      iii. University policy revisions to conform to the requirements of CSU policy, CSU executive orders/memoranda, and Collective Bargaining Agreements.

   e. The President has final authority, which may be delegated, to review and approve policies recommended by the University Senate.

   f. The process for formulating and adopting new policy shall be clearly defined, understandable, transparent, and easy to navigate.

   g. The input and feedback of subject matter experts, those affected by a new policy, and those with a professional interest shall be sought and considered when drafting a new policy.

2. Proposing a New University Policy

a. Any University student, faculty, or staff member may propose a new policy to the University Senate, which shall consider it following the body's constitution and bylaws.

b. The process for adopting new policy shall be read to apply to all policy changes, including revisions to, or decommissioning of, existing policies.

c. A new policy proposal shall follow the linked template when drafting a new policy.

d. A new policy proposal should identify a Responsible Office. If a Responsible Office is not identified, SenEx shall assign one upon consultation with the relevant interested and/or affected parties.

e. New policy proposals shall be referred to a University committee by the Senate Executive Committee (SenEx) for review, recommendation, and drafting.

f. Subject matter experts and groups directly affected by the new policy proposal shall be involved in the drafting process. The University Committee shall also solicit feedback and expertise from other relevant parties as appropriate to the subject matter of the new policy proposal.

g. The University Senate makes policy recommendations to the President, who has the sole authority to approve or delegate approval of all new policies and refer them to the Responsible Office for implementation. The President's response to policy recommendations shall be forwarded to the Chair of the Senate within four business weeks of the President's receipt of the policy recommendations. If the President does not approve a Senate-recommended policy or approves it in a modified form, the reason shall be communicated to the Senate.

3. Implementing a New University Policy

a. Upon policy approval by the Office of the President, the Responsible Office shall be notified promptly. The Responsible Office shall develop an implementation and communication plan for the policy.

b. The Office of the President shall index the new policy and publish it on the University Policy website. The Office of the President shall maintain this policy website as well as an archive of obsolete or superseded policies from the website.

c. In coordination with the Office of the President, the Responsible Office communicates the policy to the University community and provides training and information about requirements as necessary. The Responsible Office shall also consult with Academic Personnel Services/Human Resources to determine if the new policy affects the wages, hours, and conditions of employment of any represented employees to ensure proper notice to the appropriate Union.

Responsible Offices receive feedback on policies and their implementation and ensure that policies are reviewed as needed, but at least every five years.

4. **Revising or Decommissioning a University Policy**

   a. Responsible Offices are charged with periodically ensuring that policies for which they are responsible are reviewed. They may propose to their Vice President or the President that a policy be revised or decommissioned when it is no longer needed or is more effectively combined with or replaced by another policy. Other University students, faculty, or staff may also propose revising or decommissioning a policy. In all cases, these proposals shall be considered by the Senate and the President in the same manner as a new policy proposal.

   b. The Office of the President is responsible for moving a decommissioned policy from the current policies section of the University Policy website to the archive section. The Office of the President, in coordination with the Responsible Office, shall communicate the change in status to the University community within four business weeks.

5. **Establishing a University Policy on an Interim Basis**

   a. Rare circumstances may arise that require the urgent adoption of a policy, such as one mandated by an audit or external agency requirement. In such cases, the timeframe may not allow for a complete Senate review. In this circumstance, the President, in consultation with SenEx and University subject matter experts, may approve a University Policy on an interim basis. The President or the Senate Chair shall inform the University Senate as soon as feasible, within four business weeks, when such a policy is adopted.

   b. Interim policies shall be enacted for six months and may be renewed for an additional six months if the Senate is unable to complete its review of the policy in this timeframe.

   c. A University policy may not be maintained on an interim basis for longer than 12 months.

   d. The process for converting an interim policy to a more permanent policy shall follow the methods described in Section 2.

6. **Establishing a University Policy on an Emergency Basis**

   a. In rare circumstances, the President may approve a policy on an emergency basis. The policy will not be designated as interim, and it will be effective immediately.

   b. The President will communicate this approval and its rationale to SenEx through the Senate Chair, and the Senate may decide subsequently to review and recommend changes in the approved policy.

7. **Procedures and Guidelines**

   a. Procedures support the operational implementation of policies; however, not all policies contain procedures. Procedures are generally developed and approved by the Responsible Office of a given policy.

   b. Guidelines advise how a policy shall be implemented; however, not all policies contain guidelines. Guidelines are generally developed and approved by the Responsible Office of a given policy.

   c. Procedures and Guidelines must remain consistent with University Policies, Federal and State laws, rules, and regulations, and California State University policies, executive orders, and memoranda. Procedures and Guidelines must be specific to the University policy they interpret and be cross-indexed with the relevant policy(s).

   d. Procedures and Guidelines do not need to be published on the University Policy website; however, they will be made available upon request, where appropriate, to ensure transparency in policy implementation.

8. **Cal Poly Humboldt Auxiliary Organization Policies, Procedures, and Guidelines**

   a. Each Cal Poly Humboldt Auxiliary Organization may create its own policies, procedures, and guidelines. Auxiliary Organization policies, procedures, and guidelines must not conflict with University Policies, Federal and State laws, rules, and regulations, and CSU Policies, executive orders, and memoranda.
      i. A Cal Poly Humboldt Auxiliary Organization agrees to maintain and operate its organization in accordance with all applicable laws, regulations, and CSU & Campus rules, regulations, and policies (CSU Operating Agreement).

   b. New Auxiliary Organization policy proposals must be considered by the Senate according to the body's constitution and bylaws if any one condition outlined in Section 1.b of this document is met.

   c. New Auxiliary Organization procedures and guidelines do not need to be considered by the Senate; however, they must follow the articles outlined in section 7 of this document.

Expiration Date: No expiration date. To be reviewed on or by May 2030.

History

UPC Introduced to the University Senate: 04/29/2025
Reviewed by University Senate: MM/DD/YYYY
Approved by Provost/President: MM/DD/YYYY

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History

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Reviewed by University Senate: MM/DD/YYYY
Approved by Provost/President: MM/DD/YYYY

[Policy Name]
[Policy Number]
[Responsible Office Name]

Applies to: [Faculty, staff, student employees, students, vendors, visitors, and volunteers, etc.]
[Short general descriptive paragraph]

Supersedes: (former policy number or numbers)

Purpose of the Policy (required; include regulatory or legislative authorization and references)
[Short general descriptive paragraph]

Table of Contents (optional; suggested for longer documents)

Definitions (optional; suggested for terms that have specialized meaning in the policy; terms should be formatted in bold the first time they appear in the document)

Policy Details (optional)
Example level one
1. Example level two
    1. Example level three

Related Policies: (if any; optional)

Expiration Date: (if any; optional)

History (required)
All changes must be listed chronologically in the format below, including all edits and reviews. Note when the policy name or number changes. Note if an edit or revision date is exclusively for the policy section or the procedure section:

[Committee Name]:   MM/DD/YYYY
Reviewed by University Senate: MM/DD/YYYY
Approved by Provost/President: MM/DD/YYYY

Template Updated: February 28, 2024