



# Administrative Procedure

Number:	001
Effective	4/19/00
Supercedes:	12/3/92
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**Subject:** STANDARD PROCEDURE DOCUMENT

1.0. PURPOSE:

To establish the policy and procedure related to the development, revision, approval, and distribution of Administrative Procedures and Operating Instructions.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University, including Auxiliary organizations.

3.0. REFERENCES:

N/A.

4.0. POLICY:

It shall be the policy of California State University, Los Angeles to maintain a standard procedure system to provide, as appropriate, documentation of administrative policy, rules of procedure, and methods of operation. All procedures developed and instituted as official University Administrative Procedures will conform to the format used in Administrative Procedure No. 001.

5.0. DEFINITIONS:

5.1. Administrative Manual--A published document containing all current University administrative policies, rules of procedure, and methods of operation.

5.2. Administrative Manual Revision--Form distributed with the newly issued Administrative Procedure. The form includes instructions for the Manual Holder.

5.3. Administrative Manual Revision Record--Form located in the front of each Administrative Procedure Manual used to record all issued revisions to the Manual.

**Approved:**

**Date:**

- 5.4. Administrative Procedure--A codified set of actions to be taken when departments or other administrative units interface with one another or other entities in the provision of service to the Cal State L.A. community. These procedures are found in the Administrative Manual.
- 5.5. Auxiliary Organization--Recognized non-State supported organization affiliated with Cal State L.A. This organization helps to develop and administer those activities which aid and supplement the educational mission of Cal State L.A.
- 5.6. Department Heads--Management personnel who report to a Senior Administrator.
- 5.7. Division--Group of departments/offices reporting to an Executive Officer.
- 5.8. Division Procedures Coordinators--Individuals appointed by the appropriate Executive Officer or Auxiliary Director to represent their respective divisions. These individuals will be responsible for the coordination of the development, review, and approval of new and revised Administrative Procedures for their respective areas.
- 5.9. Executive Officers--President, Vice Presidents and Legal Counsel.
- 5.10. External Administrative Procedures--Administrative Procedures developed in other departments/areas, which are presented for review and approval.
- 5.11. Internal Administrative Procedures--Administrative Procedures developed within the respective departments/areas.
- 5.12. Manual Holders--Individuals in each area designated by their Department Heads to be responsible for maintaining the Administrative Procedures Manual.
- 5.13. Operating Department--Academic department or administrative office of the University or its auxiliaries.
- 5.14. Operating Instructions—Document used to describe the day-to-day activities of a particular department. Operating Instructions are developed at the discretion of the department and do not fall under the review process of the Administrative Procedures. Operating Instructions may conform to a standard format similar to that used for Administrative Procedures, or a stylistic format determined by the department. Published Operating Instructions may be bound in manuals of the department's choice and are retained by the department.

- 5.15. Senior Administrators--Management personnel who report directly to the Vice Presidents or the President.
- 5.16. University Procedure Coordinator—Individual appointed by the Vice President designated responsible for the Administrative Procedures process for the University. This person will be responsible for assisting in the development and in the coordination of the review, approval and distribution of new and revised Administrative Procedures throughout the University.

6.0. RESPONSIBILITIES:

6.1. The President will:

- 6.1.1. Designate a Vice President to be responsible for maintaining the Administrative Procedure Manual and the process.
- 6.1.2. Conduct a preliminary review and approval of a draft of the Administrative Procedure subsequent to Vice Presidential and Legal Counsel review. After completion of this process, return this draft to the University Procedure Coordinator for forwarding to the Chair of the Academic Senate.
- 6.1.3. Review, approve and sign Administrative Procedures after final review and approval by Executive Officers, Auxiliary Directors and the Chair of the Academic Senate, prior to issuance.
- 6.1.4. Implement new procedures or revisions to existing procedures on an interim basis until the formal review process is completed if determined to be in the best interest of the University.

6.2. The Designated Vice President will:

- 6.2.1. Appoint the University Procedures Coordinator.

6.3. Executive Officers and Auxiliary Directors will:

- 6.3.1. Designate a Division Procedures Coordinator.
- 6.3.2. Review, approve and return draft Administrative Procedures, within the time allocated, to the University Procedures Coordinator.

- 6.4. The Chair of the Academic Senate will:
  - 6.4.1. Review, approve and return draft Administrative Procedures, within the time allocated, to the University Procedures Coordinator.
  
- 6.5. Division Procedures Coordinators will:
  - 6.5.1. Coordinate the description of Division policies, responsibilities, functions, and internal procedures in detailed Operating Instructions.
  - 6.5.2. Coordinate the development and/or revision of internal Administrative Procedures pertaining to their Division's area of responsibility:
    - 6.5.2.1. Coordinate the development or revision of Administrative Procedures with the applicable operating department.
    - 6.5.2.2. Forward draft Administrative Procedures to the University Procedure Coordinator for processing.
    - 6.5.2.3. Be prepared to address questions that may arise during the Administrative Procedures development process regarding procedure scope, content or intent and coordinate resolutions.
  - 6.5.3. Coordinate the review and approval of external Administrative Procedures:
    - 6.5.3.1. Forward draft Administrative Procedures to staff in area, as appropriate, for review when received from University Procedure Coordinator.
    - 6.5.3.2. Track to ensure timely response.
    - 6.5.3.3. Coordinate review, consolidate edits, and obtain approval of draft Administrative Procedures following input from staff.
    - 6.5.3.4. Obtain approval of draft Administrative Procedures from appropriate Vice President.

- 6.5.3.5. Forward draft Administrative Procedures to University Procedures Coordinator following review and approval, within the time allocated.

6.6. The University Procedures Coordinator will:

- 6.6.1. Assist in the development of Administrative Procedures in conjunction with the responsible Division Procedures Coordinator.
- 6.6.2. Coordinate the review and approval of each Administrative Procedure prior to its publication.
  - 6.6.2.1. Forward draft Administrative Procedures to the President, Vice Presidents, Legal Counsel, Auxiliary Directors and Chair of the Academic Senate, under the signature of the Designated Vice President.
  - 6.6.2.2. Track to ensure timely responses.
  - 6.6.2.3. Consolidate final edits.
- 6.6.3. Print adequate copies of approved and signed Administrative Procedures for distribution.
- 6.6.4. Distribute copies and Administrative Manual Revision forms (Appendix 8.2.) to Manual Holders.
- 6.6.5. Maintain the Administrative Manual distribution list.
- 6.6.6. Coordinate the periodic review of all published Administrative Procedures to ensure that they are current and applicable.
- 6.6.7. Assign identifying numbers to new Administrative Procedures, placing the procedure in the appropriate section of the Administrative Manual. The Administrative Manual sections contain procedures that are related functionally, but not necessarily organizationally.
- 6.6.8. Perform miscellaneous administrative and coordinative functions required to maintain the Administrative Manual system.

6.7. Department Head will:

- 6.7.1. Place Administrative Manual in a central location accessible to department employees.

6.7.2. Assign the responsibility for maintaining the Administrative Manual to one individual designated as the Manual Holder.

6.8. Manual Holder will:

6.8.1. Record all revisions received on the Administrative Manual Revision Record (Appendix 8.3.) located in the front of the Administrative Procedures Manual.

6.8.2. Maintain the Administrative Manual inserting and/or replacing pages for revisions as received.

7.0. PROCEDURES:

7.1. Administrative Procedures

7.1.1. Development

7.1.1.1. Administrative Procedures may be developed at various levels of the University, as appropriate, or at the request of the President or a Vice President.

7.1.1.2. The Department Head will review draft Administrative Procedures, and after approval, forward to the appropriate Division Procedure Coordinator.

7.1.1.3. Upon approval of the appropriate Vice President, the Division Procedures Coordinator will forward draft Administrative Procedures to the University Procedure Coordinator for subsequent coordination and issuance.

7.1.2. Revision

7.1.2.1. Proposed revisions to published procedures may be submitted to the University Procedures Coordinator on an edited copy of the published procedure.

7.1.2.2. Review and approval will be obtained as detailed in 7.1.3. Review and Approval.

7.1.2.3. Distribution will be made as detailed in 7.1.4. Distribution.

7.1.3. Review and Approval

The University Procedures Coordinator will coordinate the review, revision and approval process with the Division Procedures Coordinators.

- 7.1.3.1. Draft Administrative Procedures or proposed revisions are forwarded by the designated Vice President to the Vice Presidents and Auxiliary Directors.
- 7.1.3.2. The Vice Presidents and Auxiliary Directors will ensure that draft Administrative Procedures or proposed revisions are reviewed and approved by the appropriate personnel in their areas through their respective Division Procedures Coordinators.
- 7.1.3.3. Upon review and approval by the Vice Presidents, Legal Counsel, and Auxiliary Directors, draft Administrative Procedures or proposed revisions will be forwarded to the President for further review and approval.
- 7.1.3.4. Upon preliminary approval by the President, draft Administrative Procedures will be forwarded to the Chair of the Academic Senate for further review and approval.
- 7.1.3.5. Upon review and approval by the Chair of the Academic Senate, draft Administrative Procedures will be forwarded to the President for final review, approval and signature.
- 7.1.3.6. Questions or issues that may arise during the review process will be addressed by the responsible senior administrator(s) through the appropriate Division Procedures Coordinator.

7.1.4. Distribution

- 7.1.4.1. The University Procedures Coordinator will ensure that adequate copies of the documents are provided on the approved pre-printed forms (Appendix 8.1.).

7.1.4.2. The University Procedures Coordinator will ensure that adequate copies of the document are distributed, along with the Administrative Procedure Revision forms (Appendix 8.2.) to the Manual Holders.

7.1.4.3. As procedures are revised, they also will be made available on the web.

7.1.4.4. Manual Holders will notate the revision number on the Administrative Manual Revision Record (Appendix 8.3.), located in the front of the Manual and insert/replace the pages of the revision as indicated.

7.2. Operating Instructions--Operating Instructions may be developed by department personnel, and approved by the Department Manager prior to their issuance.

8.0. APPENDICES:

8.1. Administrative Procedure (pre-printed form).

8.2. Administrative Manual Revision form.

8.3. Administrative Manual Revision Record.