

## Policy FAQ

### *1. What is the CSU Policy Library?*

The CSU Policy Library is the repository for systemwide policies, previously published separately as Board of Trustee resolutions, executive orders, Integrated CSU Administrative Manual (ICSUAM), State University Administrative Manual (SUAM), department coded memoranda, and technical letters, issued by various departments at the Chancellor's Office. **Note:** the CSU Policy Library does not include local campus policies. To view those, please refer to your local campus website.

### *2. What is a Policy?*

A Policy sets out the university's position on a specific issue and usually requires that specific action be taken. A policy may be shaped by and derived from legislation, regulation, a Board of Trustees resolution, or executive direction. Compliance with policy is mandatory, and every policy document published in the CSU Policy Library must include a policy statement

### 3. *What is a Procedure?*

A procedure describes the actions necessary to implement or comply with a policy. Procedures typically include a series of steps that ensure consistent results and compliance with a policy. Not all policies are accompanied by procedures. Compliance with procedures is mandatory, and every procedure document published in the CSU Policy Library must identify the policy to which it relates.

### 4. *What is a Guideline?*

Guidelines relate to a specific policy, procedure, or legislation and may interpret a document or provide advice about how to comply with a policy or procedure. A guideline may also give instructions or recommend practices. While guidelines may comply with law and/or policy, they do not create policy. Guidelines published in the CSU Policy Library must accompany a specific policy. Compliance with guidelines is recommended, but not mandatory.

*5. Can I make suggestions to improve a policy that has already been issued?*

We encourage you to provide feedback about policies directly to the policy owner listed in the header of each policy or e-mail your comments to [policy@calstate.edu](mailto:policy@calstate.edu).

*6. Why is origination date shown in the policy header?*

Many dates are automatically recorded for each policy including origination date, effective date, last approved date, and revision due date. However, we identify effective date as the most relevant of each policy because it is the most important date to individuals who access the policy. At the bottom of each policy, a record of past revision dates is automatically printed, and the oldest revision date is the origination date.

*7. How can I refine my search so I more easily find the policy I need?*

The CSU Policy Library offers five different levels

of searching; one general method (Topic), and four targeted methods (Title, Owner, Area, & Codes).

- A. **Search by Topic:** on the Home tab, enter a topic (e.g. Title IX, Financial Aid, etc.) in the *Search policies* field and hit Enter.
- B. **Search by Title:** select *Policies by Title* from the Policies drop down menu and enter a phrase or campus name found in the policy title (e.g. Delegation or East Bay).
- C. **Search by Area:** select *Policies by Area* from the Policies drop down menu and filter by the area listed in the right-hand menu (e.g. Academic and Student Affairs, Audit and Advisory Services, Board of Trustees, Business and Finance, etc.)
- D. **Search by Owner:** select *Policies by Owner* from the Policies drop down menu and filter by the owner listed in the right-hand menu (e.g. Beaver, David; Richardson, Tracey; Wells, Bradley; etc.)
- E. **Search by Codes:** select *Policies by Codes* from the Policies drop down menu and filter

by the codes listed in the right-hand menu (e.g. ASA-2010-12, EO 1000, ICSUAM 03601.01, etc.)

8. *Why can't I find the executive order I'm looking for?*

The CSU Policy Library houses systemwide policies that were formerly known as executive orders, ICSUAM, SUAM, coded memos, and technical letters, among others. We have added the previously used reference numbers as Codes on the policies. If you are looking for a specific code, use the *Policies by Codes* option on the Policies tab, select the code from the right-hand menu, such as “EO 0766” or “EO 1060,” and hit Search.

However, since 2019, new “executive orders” no longer contain codes so we encourage you to search by Topic or Title to obtain all relevant policies related to that specific subject.

9. *How do I tag a policy as a favorite?*

The CSU Policy Library does not currently offer a

favorites tag. However, you can favorite the policy url in your browser, and then keep those favorite policy links in a folder on your browser toolbar.

*10. How do I know when updates are made to policies?*

To receive email notifications when policies are created, updated, or retired, enter your information on the Home tab and subscribe to the CSU Policy Library listserv.

*11. Who do I contact if I need help?*

You can contact the CSU Policy Library staff at [policy@calstate.edu](mailto:policy@calstate.edu) and we will assist you as quickly as possible.