

**ARTICLE I: ESTABLISHMENT OF PROCEDURE FOR
THE DEVELOPMENT OF UNIVERSITY POLICIES
AND UNIVERSITY-WIDE POLICIES**

Section: 1. Protocol and Process

**Policy 1.1: Establishment of Chicago State University
Institutional Policy Manual
(Formerly Known as Administrative Memorandum Series)
Issued: January 1, 2002
Revised: September 9, 2008**

By this memorandum, dated January 1, 2002, the Institutional Policy Manual (IPM) addressing issues related to the internal administration of Chicago State University (CSU) is established.

The Institutional Policy Manual replaces any preexisting University Policy and Procedure Manual as well as the Administrative Memorandum Series, and addresses internal procedural matters on which policies are set by the President. Policy matters requiring approval at a higher level, by the Chicago State University Board of Trustees, are issued in the Chicago State University Board of Trustees Bylaws, Governing Policies, and Regulations.

In the event any institutional policy (a) shall at any time be contrary to law; or (b) is found to be invalid by operation of law or by a decision of a tribunal of competent jurisdiction; or (c) is rendered invalid by reason of subsequently enacted legislation; or (d) if compliance with or enforcement of any provision shall be restrained by a tribunal of competent jurisdiction pending a final determination as to its validity; or (e) is inconsistent with any collective bargaining agreement, the provision or provisions shall be of no force or effect, but the remainder of the Institutional Policy Manual shall continue in full force and effect.

DISTRIBUTION:

The IPM shall be available online to all Chicago State University (CSU) employees and students. The IPM can be accessed in read-only format with print capabilities at www.csu.edu, as part of the A-to-Z list under Institutional Policy Manual.

FORMAT FOR THE MANUAL:

The IPM is topically arranged for ease of access to all Chicago State University (CSU) employees and students. The IPM is available online in read-only format with print capabilities.

AMENDMENTS TO THE MANUAL:

When it is necessary to amend or remove previously issued IPM policies, a revised policy, including date of revision, will be issued to replace the older version. The format will remain as above, namely, Article Number, Section Number, Policy Number and Issue Date with a Revision Date added. New policies will provide similar information.

**ARTICLE I: ESTABLISHMENT OF PROCEDURE FOR
THE DEVELOPMENT OF UNIVERSITY POLICIES
AND UNIVERSITY-WIDE POLICIES
Section: 1. Protocol and Process**

Policy 1.2: Procedure for New Policy Submissions and Recommendations

Issued: June 1, 2001

Revised: September 9, 2008

The purpose of this policy is to inform Chicago State University (CSU) employees and students of the protocol for submitting recommendations for policy changes, amendments, additions and/or revisions. The following protocol is required.

Only Vice Presidents and the Executive Assistant to the President at Chicago State University are authorized to submit recommendations to the President regarding institutional policy. The Request for Policy Change, Amendment, Addition and/or Revision Form, available to Vice Presidents and the Executive Assistant to the President, is the official document which initiates the protocol. Non-Vice Presidents who report directly to the President, will submit recommendations to the Executive Assistant to the President.

The process will begin upon the submission of the Request for Policy Change, Amendment, Addition and/or Revision Form by a Vice President or the Executive Assistant to the President, to the Office of the General Counsel (OGC). The deadline for the submission of requests to the Office of the General Counsel (OGC) is the first (1st) working day of each month. The OGC will then forward the submission to the President by the fifteenth (15th) of the same month. The President will review recommendations as required.

The submitting Vice President will be informed of the decision, once rendered. It is the responsibility of the submitting Vice President to notify the university community within ten (10) business days after the policy is approved.

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Section: 1. Protocol and Process

Policy 1.2: Procedure for New Policy Submissions and Recommendations

Issued: June 1, 2001

Revised: September 18, 2008

The purpose of this policy is to inform Chicago State University (CSU) employees and students of the protocol for submitting recommendations for policy changes, amendments, additions and/or revisions. The following protocol is required.

Only Vice Presidents, the Office of Labor and Legal Affairs, and the Executive Assistant to the President at Chicago State University are authorized to submit recommendations to the President regarding institutional policy. The Request for Policy Change, Amendment, Addition and/or Revision Form, available to Vice Presidents, the Office of Labor and Legal Affairs, and the Executive Assistant to the President, is the official document which initiates the protocol. Non-Vice Presidents who report directly to the President, will submit recommendations to the Executive Assistant to the President.

The process will begin upon the submission of the Request for Policy Change, Amendment, Addition and/or Revision Form by a Vice President, the Office of Labor and Legal Affairs or the Executive Assistant to the President. The deadline for the submission of requests to the Office of Labor and Legal Affairs (OLLA) is the first (1st) working day of each month. The OLLA will then forward the submission to the President by the fifteenth (15th) of the same month. The President will review recommendations as required.

The submitting Vice President, Executive Assistant to the President or OLLA will be informed of the decision, once rendered. It is the responsibility of the submitting Vice President, Executive Assistant to the President or OLLA to notify the university community within ten (10) business days after the policy is approved.