

Adopted: April 14, 2026

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-1005-26

RESOLUTION ON UFPP 13.1 ADMINISTRATIVE MEMOS

Impact on Existing Policy: Revises UFPP 13.1 changing procedure for adding administrative memos to UFPP Appendix, effective upon approval of this resolution.

- 1 WHEREAS, University Faculty Personnel Policies (UFPP) Appendix of administrative
2 memos is a convenience to the university community by providing ready
3 access to administrative memos relevant to faculty personnel policies;
4 and
5
6 WHEREAS, Publishing memos in UFPP Appendix is a wholly editorial act in relation to
7 memos distributed by administration; and
8
9 WHEREAS, The current process of approving the addition of administrative memos
10 to UFPP Appendix by the Academic Senate Personnel Policies Consent
11 Agenda delays their publication, sometime by a few months; and
12
13 WHEREAS, UFPP Appendix functions as a document separate from UFPP without the
14 normal constraints on UFPP of an annual edition fixed in its content for
15 the upcoming faculty evaluation cycles for the academic year; therefore
16 be it
17
18 RESOLVED: That UFPP 13.1 be revised according to the attached documents; and be
19 it further
20
21 RESOLVED: That the procedure in the revisions to UFPP 13.1 be implemented
22 immediately upon presidential approval of this resolution.

Proposed by: Academic Senate Faculty Affairs Committee
Date: January 6, 2026

**UFPP 13.1 Administrative Memos
Proposed Revisions
Winter 2026**

EXECUTIVE SUMMARY: The Academic Senate Faculty Affairs Committee (FAC) proposes a revision to the process of adding administrative memos to the UFPP Appendix allowing additions as needed with notification to the Senate of any changes.

BACKGROUND: The Academic Senate Faculty Affairs Committee (FAC) is a standing Senate committee with representation from each college, the library and professional consultative services, the Solano campus, Academic Affairs, and a student representative. FAC employs a standard process for approval of updates to University Faculty Personnel Policies (UFPP) including consultation with faculty affected by proposed changes and clear identification of which policy documents have been superseded by a proposed change. This process uses Academic Senate resolutions to establish new policy, revise existing policy, or substantially reformulate existing policy. It also allows the Senate Executive Committee to place non-controversial updates to personnel policies or addition of administrative memos to the UFPP Appendix on the Senate consent agenda.

Summary

Adding administrative memos to UFPP Appendix would no longer require Academic Senate consent, but instead would occur as needed with FAC providing a written report to the Senate whenever an administrative memo is added to the UFPP Appendix.

Impact on Existing Policy

Supersedes the procedure in UFPP. 13.1.4–5.

Implementation

Effective upon the President’s approval of the Academic Senate’s resolution on this procedural change.

Consultation

Consultation will consist of Academic Senate deliberation on this resolution.

What follows are the revised policy text for UFPP and a copy showing revisions from current policy (which can be seen in the current version of UFPP posted to the Academic Personnel website).

13.1. Administrative Memos

- 13.1.1. UFPP includes an appendix containing copies of various administrative memos relevant to policies in UFPP or subordinate policy documents. Administrative memos state or create policy by administrative action. Gathering them into an appendix provides a convenience of a single location for policy memos cited in UFPP or in subordinate college, library, or department policy documents.
- 13.1.2. UFPP Appendix: Administrative Memos shall be contained in a document separate from UFPP, and accessible on the Academic Personnel website along with UFPP.
- 13.1.3. Administrative memos are sorted by date and assigned descriptive names typically drawn from their subject lines. To standardize citation of administrative memos, each is assigned a reference number in the following format: AM-YYYYMMDD. Any citation of administrative memos in UFPP or subordinate policy documents should use that reference standard.
- 13.1.4. FAC and Academic Personnel shall determine when an administrative memo be placed in the UFPP Appendix and do so as needed.
- 13.1.5. Adding administrative memos to UFPP shall be regarded as wholly editorial in relation to memos that are already in effect as they are issued by administration. To keep the university up to date on administrative memos, FAC shall provide a written report to the Academic Senate when any memos are added to the UFPP Appendix.

1.1. Administrative Memos

- 1.1.1. UFPP includes an appendix containing copies of various administrative memos relevant to policies in UFPP or subordinate policy documents. Administrative memos state or create policy by administrative action. Gathering them into an appendix provides a convenience of a single location for policy memos cited in UFPP or in subordinate college, library, or department policy documents.
- 1.1.1. UFPP Appendix: Administrative Memos shall be contained in a document separate from UFPP, and accessible on the Academic Personnel website along with UFPP.
- 1.1.1. Administrative memos are sorted by date and assigned descriptive names typically drawn from their subject lines. To standardize citation of administrative memos, each is assigned a reference number in the following format: AM-YYYYMMDD. Any citation of administrative memos in UFPP or subordinate policy documents should use that reference standard.
- 1.1.1. ~~FAC and Academic Personnel shall determine when an administrative memo be placed in the UFPP Appendix and do so as needed. Administrative memos shall be placed in this appendix by Academic Senate Consent or Academic Senate Resolution cited in a list of the memos in UFPP.~~
- 1.1.1. Adding citations of administrative memos to UFPP shall be regarded as wholly editorial in relation to memos that are already in effect as they are issued by administration, and therefore needs no further Academic Senate action. To keep the university up to date on administrative memos, FAC shall provide a written report to the Academic Senate when any memos are added to the UFPP Appendix.