

[Exhibit E]

Policy Coding Reference

Coding Procedures for all University, Functional and School/Unit polices should maintain consistency and employ the same 10 digit pattern, i.e., “01-10-xx-yy-zz”

1. The first set of two digit numbers refers to the type of policy.
 - a. “00” is reserved for Board of Trustees polices
 - b. “01” refers to all University level polices
 - c. “02” refers to all Functional level polices
 - d. “03” refers to all School/Unit polices
 - e. “04” refers to all miscellaneous polices, use of which is discouraged.

2. The second set of two digit numbers refers to the area under which the policy is created.
 - a. **University Polices**

“10” refers to President and Cabinet-Thus, the first four numbers of all University polices by the President and Cabinet will always be designated “01-10”

 - b. **Functional Polices**

“20” refers to Academic Affairs polices-Thus, the first four digits of all Functional Polices from Academic Affairs will always be designated “02-20”

“30” refers to Administration and Finance polices
“40” refers to Student Development polices
“50” refers to Institutional Advancement polices
“60” refers to Marketing and Public Relations polices
“70” refers to Enrollment Management polices
“80” refers to External Relationships polices
“90” refers to General Counsel polices

 - c. **School/Unit Polices**

“15” refers to College of Arts and Communication polices- Thus, the first four digits of all School/Unit polices from the College of Humanities and Social Sciences will always be designated “03-15”

“25” refers to College of Humanities and Social Sciences polices
“35” refers to College of Science and Health polices
“45” refers to Cotsakos College of Business polices
“55” refers to College of Education polices
“65” refers to David and Lorraine Cheng Library polices

d. **Misc. Policies**

“99” refers to Misc. polices as designated with the President’s and Cabinet approval.

3. Subcategory Coding

Based on the above, a “University Policy” by the President and Cabinet that involved Academic Affairs would always have the format “01-10-20-xx-yy-zz”

XX could represent a division within Academic Affairs (10, 20, 30....90)

YY could represent a specific topic (10, 15, 20, 25, 30, etc.)

ZZ could represent a sub-topic (05, 10, 15, etc.)

00 is used in the third, fourth and fifth set of double digits numbers if no subcategory exist

BY WAY OF EXAMPLE UTILIZING THE CURRENT WP WEBSITE LIST OF SENIOR ADMINSTRATION THE SUB-HEADING GROUP MIGHT BE CONSTRUCTED AS FOLLOWS:

Board Polices- 00

Board of Trustees

University Policies – 01

President and Cabinet

Functional Polices- 02

Provost / Academic Affairs-20

Dean of Library Services-10

Associate Provost for Academic Development-20

Executive Director for Continuing and Professional Education-30

Executive Assistant to the Provost and Senior Vice President for Academic Affairs – 40

VP/Administration and Finance – 30

Associate Vice President for Finance and Controller-10

Director of Physical Plant Operations- 20

Associate Vice President for Human Resources - 30

Chief Information Officer -40

Associate Vice President for Administration (Facilities)- 50

Associate Vice President for Budget and Fiscal Planning- 60

VP/Student Development - 40

Associate Vice President and Dean of Student Development- 10

Associate Vice President for Campus Life – 20

Director of Judicial Affairs and
Dispute Resolution- 25