

Preface

- What is the Administrative Guide?** The Administrative Guide is a reference manual of Stanford University administrative policies. The official version is online at <http://adminguide.stanford.edu/>.
- Who is responsible for producing it?** Human Resources HR Policy/Employee & Management Services, 655 Serra Street, Mail code 6110, publishes the Administrative Guide.
For requests to be taken off the paper distribution list, to request revisions, or to propose new material, send an email to guide-editor@lists.stanford.edu.
- Who approves content of the Guide?** The University officer primarily responsible for a specific policy area formally approves Administrative Guide Memos relating to that area and brings any policy changes to the editor's attention. The officer who approves a policy is listed at the top of the applicable Guide Memo. In general, primary responsibility is assigned as follows:
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| Chapter 1, Organization | President |
| Chapter 2, Personnel (except 24 series and 25 series) | Executive Director of Human Resources |
| 24.1 series | Vice Provost for Student Affairs |
| 24.2 series | Vice Provost & Dean of Research & Graduate Policy |
| 25 series | Vice Provost & Dean of Research & Graduate Policy |
| Chapter 3, Accounting | VP for Business Affairs & Chief Financial Officer |
| Chapter 4, Gifts | VP for Development |
| Chapter 5, Procurement | Vice Provost for Budget & Auxiliaries Management |
| Chapter 6, Computing | VP for Business Affairs & Chief Financial Officer |
| Chapter 8, Services | Officer responsible for specific service |
- When the concerns of more than one administrative office overlap in an Administrative Guide Memo, the officer approving the Memo is responsible for identifying the overlap to the Guide editor and for obtaining agreement on proposed changes from the other office(s).
- Who has access to the Guide?** The official Administrative Guide is located at <http://adminguide.stanford.edu/>, available to anyone who can access the World Wide Web.
- How is the Guide updated?** In an institution as complex as Stanford, change in organization and in the policies and procedures to which the faculty, staff and students are subject is an ongoing process. Check for the currently applicable policies online at <http://adminguide.stanford.edu/>. The editor installs a revision package online quarterly, and sends an email notification to the guide-update@lists.stanford.edu distribution list. "What's New" at <http://adminguide.stanford.edu/whatsnew.html> summarizes new information and calls attention to significant changes. New and revised policies are effective at the time of issue, unless noted.
- How do I receive notices of updates?** To receive quarterly notices of Administrative Guide updates, members of the Stanford community can subscribe to an email distribution list called guide-update@lists.stanford.edu:
- 1) From your **name@stanford.edu** account, address an email to: majordomo@lists.stanford.edu
 - 2) Put in the body of the message only:
subscribe guide-update
end