Policy Resources and Tools [1]

- University Policy Framework and Hierarchy
- Policy Writers Toolbox
- Policy FAQs
- Rescinded APSs

POLICY WRITERS TOOLBOX

The policy owner toolbox provides information on the CU policy process, useful resources and forms, and templates for creating, revising or eliminating policies, including:

- Process flowchart
- Guide to writing policies
- Style guide
- Forms and templates

Let us know of additional information that would enable us to improve this tool.

Policy Process

The APS Process Flowchart [3] outlines the key stakeholders, phases and responsible parties involved with the Administration Policy Statements process for initiation, development, approval, implementation and maintenance of the APS issued by the Office of the President. The Office of Policy and Efficiency (OPE) is responsible for the policy process. Key templates used in the process include:

- APS Justification Template [4]
- Policy Template [5]
- Procedure Template [6]
- FAQ Template [7]

Guide to Writing Policy

Before developing a new policy, read the User Guide to Writing Policies [8], which will help you plan your policy and fill out the template. Quick links to reference materials:
Planning the Policy Actions

Once the new policy or revision is ready for development, download and complete the Justiﬁcation Template [4]. Use the Policy Template [5] for new policies or download the latest versions of existing policies in Word format for editing. Use additional templates (procedures, FAQs) to develop related documents. Links and forms for the initial policy development process:

- APS Justiﬁcation Template [4]
- Policy Template [5]
- Current Word Versions (Contact OPE [12] to get current word versions of any APS for changes.)
- APS Functional Areas and Deﬁnitions [13]
- CU Policy Hierarchy [1]
- APS Glossary of Terms [14]
- Procedure Template [6]
- FAQ Template [7]
- ACUPA [15]

Policy Rollout

Once the policy is approved, it will be ﬁnalized and posted online. In addition, OPE and the policy owners will communicate the changes as outlined in the APS Communications Plan.

Maintaining the Policy

OPE tracks upcoming reviews of the policies and procedures that you own. The APS Database provides access to your policies and related documents.

Frequently Asked Questions Regarding Policies

1. What are the deﬁnitions of a Regent Law, Regent Policy, Administrative Policy Statements, policies and procedures?

- Regent Laws are the laws of the university as directed by the Board of Regents.
- Regent Policies are the operating policies of the university and include guidelines for implementing the laws of the regents.
- Administrative Policy Statements are the procedural policies of system administration for implementing the laws and policies of the regents or systemwide institutional directives that mandate requirements of, or provisions for, members of the university community.
- A policy is a governing principle that mandates or constrains actions.
• **Procedures** are a series of consecutive steps that specifies how a particular process should be completed. Procedures include information on the *who, what, when, and where* of the policy.

2. **What are universitywide administrative policies?**

Universitywide administrative policies align operations, set behavioral expectations across the university system and communicate policy roles and responsibilities (commonly known as Administrative Policy Statements or APS).

3. **How do I find a policy?**

University policies may be found at [www.cu.edu/ope](http://www.cu.edu/ope). Quicklinks are provided on the home page to:

1. Search Policies,
2. Policies A-Z list,
3. Functional area list (e.g., financial, human resources).

There is also a link to Other Policy Related Resources in the menu under "Policy" that has links to regent, campus, governance, service center or handbooks.

For assistance, contact the Office of Policy and Efficiency at 303-860-5711 or ope@cu.edu.

4. **What is the Standard University Policy format?**

The Standard University Policy format is a format developed by the Office of Policy and Efficiency that defines the various optional and mandatory parts of a policy. All administrative policies will be written using this format. You can view the template by clicking [HERE](http://www.cu.edu/ope).

5. **How do I know if a policy was recently updated?**

The Office of Policy and Efficiency website [www.cu.edu/ope](http://www.cu.edu/ope) provides a list of:

- Policies under review
- Changes to policies, procedures and forms.
- OPE news

For assistance, contact the Office of Policy and Efficiency at 303-860-5711 or ope@cu.edu.

7. **Who do I contact with policy questions?**
All policies are connected to a policy owner and a responsible office. We require contact information on all policies, however if it is missing or if you have general policy questions, contact the Office of Policy and Efficiency at:

ope@cu.edu [17]
303-860-5711

8. If I think a policy is out-of-date or obsolete, who should I contact?

Office of Policy and Efficiency
ope@cu.edu [17]
303-860-5711

9. How will I know if a policy or procedure changes?

The Office of Policy and Efficiency website cu.edu/ope [16] provides:

- Policies under review.
- Changes to policies, procedures and forms.
- OPE news and updates.

For assistance, contact the Office of Policy and Efficiency at 303-860-5711 or email ope@cu.edu [17].

10. Do I follow the campus or system policies?

If applicable, follow both. Campus policies should adhere to system policies, but may add campus-specific requirements to the broader system policy. A hierarchy of policies is available by clicking on the "Policy Hierarchy" tab at the top of this page.

For questions or information related to rescinded policies, please contact the Office of Policy and Efficiency at OPE@cu.edu[18].

Title

Accounting for and Deposit of Funds for Non-Government Gifts, Grants and Contracts
Administrative Program Review
Administrative Service Recharge
Adopting Standards and Best Practices for the Acquisition and Deployment of Technology and Ancillary Systems
Annual Merit Adjustments for Faculty
APS Dictionary
Association Dues
Automobile Allowances for University Employees
A title page is displayed with various headings and subheadings, which seem to list different policies or guidelines. Each entry appears to be a brief title or description of a policy, followed by a number and date. Here is the conversion to plain text:

**Title**

Auxiliary and Self-Funded Revenues

Background Checks for Security-Sensitive Positions and for Officers and All Individuals Hired in Tenured and Tenure-Track Positions

Benefits Advisory Board to the President

Cash Control

Classified Research Policy Statement as Adopted by the BOR and Administrative Guidelines for Implementation

Compensation Principles and Processes for Officers and Exempt Professionals

Complimentary Tickets and Related Expenses

Control over Transfer of funds to University Departments from the CU Foundation

Controller Function Decentralization

Copying Computer Software

Decentralization of Continuing Education Activities

Delegation of Authority to Chancellors to Adopt or Approve Campus By-Laws, Rules, Regulations & Guidelines

Delegation of Authority to Chancellors to Execute Certain Contracts

Delegation of Personnel Authority for Employees Exempt from the State Personnel System

Designation of retention rights for Classified Staff

Direct Spending from a Foundation on Behalf of the University

Distribution of Treasury Pooled Investment Earnings

Eligibility of Retired Officers & Other Exempt Personnel for University Health & Life & Insurance Programs

Employee Cost Saving Incentive Program

Establishment of University Graphics Standards Board

Expense Allowances and Business Expense Reimbursement

Facilities Space Inventory

Faculty Access to Services & Resources of All Libraries within the CU System

Faculty Retirement Planning

Family Medical Leave for Faculty and Unclassified Staff

Financing Property Acquisitions

Format for Proposed Real Estate Transactions Concerning Property Acquisitions Submitted to Board of Regents

Format for Real Estate Transactions Concerning Property Disposition Submitted to Board of Regents

Funding Inter-Campus and Off-Campus Educational Telecommunications

Gift in Kind Transactions

Gift Revenues

Gift, Grant and Endowment Income Distribution Policies

Guidelines for the Separation of Multi-campus Schools and Colleges

Guidelines for Use of Outside Consultant when Payment is Made from Funds at the University of Colorado

Guidelines for Use of Outside Consultants when Payment is Made from Funds at the University of Colorado Foundation

Guidelines on Retirement - Classified Staff

Honoraria

Implementation of Regent Actions Pertaining to Terms of Appointment & Review & Evaluation of Administrative Officers

Implementation of Regent Policies on Tenure

Implementation of Risk Management Procedures for Use of University- and State- owned Vehicles

Indirect Cost Recoveries

In-State Tuition Status for Students that are Honorably Discharged from the Military

In-State Tuition Status for Students that Move to Colorado as the Result of an Economic Development Incentive

Intercampus Implementation of Regents’ Policy on Employees with Delinquent Financial Obligations
<table>
<thead>
<tr>
<th>Title</th>
<th>Number</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Interfund and Intrafund Borrowing</td>
<td>4051</td>
<td>7/21/2003</td>
</tr>
<tr>
<td>IT Resource User Responsibilities</td>
<td>6004</td>
<td>3/1/2011</td>
</tr>
<tr>
<td>IT Security in University Operations, Continuity and Contracting</td>
<td>6006</td>
<td>3/1/2011</td>
</tr>
<tr>
<td>IT Service Provider Security</td>
<td>6007</td>
<td>3/1/2011</td>
</tr>
<tr>
<td>Leave Sharing for Officers, Exempt Professionals &amp; Faculty on Twelve-month Appointments</td>
<td>5017</td>
<td>7/1/2010</td>
</tr>
<tr>
<td>Leave Sharing for Permanent State Classified Staff</td>
<td>5010</td>
<td>7/1/2010</td>
</tr>
<tr>
<td>Maintaining Security for Cash and Other Portable Property within the University</td>
<td>5018</td>
<td>7/1/2013</td>
</tr>
<tr>
<td>Military Leave Policy for All Exempt Employees including Faculty</td>
<td>5033</td>
<td>7/1/2009</td>
</tr>
<tr>
<td>Moving Expense Reimbursement</td>
<td>4053</td>
<td>8/25/2004</td>
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<td>Payroll - Mandatory Direct Deposit</td>
<td>5018</td>
<td>1/17/2013</td>
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<tr>
<td>Personnel Actions Submitted to the Board of Regents</td>
<td>5045</td>
<td>7/21/2005</td>
</tr>
<tr>
<td>Phased Retirement Programs for Faculty</td>
<td>5046</td>
<td>6/6/2007</td>
</tr>
<tr>
<td>Political Expenses</td>
<td>4025</td>
<td>7/1/2010</td>
</tr>
<tr>
<td>Political Participation by Members of the University Community</td>
<td>2016</td>
<td>8/14/2008</td>
</tr>
<tr>
<td>Post Tenure Review</td>
<td>1003</td>
<td>7/1/2014</td>
</tr>
<tr>
<td>Presidential Review of Faculty Personnel Decisions</td>
<td>5007</td>
<td>1/1/2011</td>
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<tr>
<td>Procedure for Intercampus Notification of Program Initiatives or Changes</td>
<td>1032</td>
<td>10/31/2006</td>
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<tr>
<td>Procedures for COBRA Administration</td>
<td>5034</td>
<td>3/3/2009</td>
</tr>
<tr>
<td>Procedures for IRCA Administration</td>
<td>5035</td>
<td>3/20/2007</td>
</tr>
<tr>
<td>Procedures for Making Acting Appointments to Administrative Positions</td>
<td>5047</td>
<td>7/1/2005</td>
</tr>
<tr>
<td>Procedures for Offering Instructional Programs Outside the State of Colorado</td>
<td>1033</td>
<td>7/1/2009</td>
</tr>
<tr>
<td>Procedures for Written Standards &amp; Criteria for Pre-Tenure Faculty</td>
<td>1034</td>
<td>7/1/2009</td>
</tr>
<tr>
<td>Procedures to Ensure Integrity of Appointment and Salary Approvals for Administrative Officers and University Employees</td>
<td>1010</td>
<td>4/9/2015</td>
</tr>
<tr>
<td>Professional Plan for Faculty; The</td>
<td>1011</td>
<td>7/1/2014</td>
</tr>
<tr>
<td>Program Discontinuance When No Tenured or Tenure-Track Faculty Face Dismissal</td>
<td>1010</td>
<td>4/9/2015</td>
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<tr>
<td>Proposals for Decentralizing Graduate Programs</td>
<td>5019</td>
<td>7/1/2010</td>
</tr>
<tr>
<td>Providing Employment Assistance to Members of Dual Career Couples</td>
<td>5037</td>
<td>7/1/2009</td>
</tr>
<tr>
<td>Provision of Auxiliary Aids to Handicapped Students</td>
<td>5038</td>
<td>7/1/2009</td>
</tr>
<tr>
<td>Regents Scholarship Program</td>
<td>5039</td>
<td>7/1/2009</td>
</tr>
<tr>
<td>Reimbursement for Work Done on Behalf of a University of Colorado Supporting Foundation</td>
<td>5040</td>
<td>7/1/2009</td>
</tr>
<tr>
<td>Reimbursement of University Cost Associated with Responding to Public Inquiries</td>
<td>5041</td>
<td>7/1/2009</td>
</tr>
<tr>
<td>Requirement for Prior Approval of Professional Services Contracts</td>
<td>5042</td>
<td>7/1/2009</td>
</tr>
<tr>
<td>Revenue Definition and Recognition</td>
<td>5043</td>
<td>7/1/2009</td>
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<tr>
<td>Review of New Degree Programs at Other State Institutions</td>
<td>5044</td>
<td>7/1/2009</td>
</tr>
<tr>
<td>Roll forward of Appropriations ? Year End</td>
<td>5045</td>
<td>7/1/2009</td>
</tr>
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<td>Search Policies and Procedures for Select Officers</td>
<td>5046</td>
<td>7/1/2009</td>
</tr>
<tr>
<td>Selecting Architects &amp; Engineers for Planning, Design &amp; Construction Projects, Procedures for</td>
<td>5047</td>
<td>7/1/2009</td>
</tr>
<tr>
<td>Silver and Gold Record</td>
<td>2020</td>
<td>7/1/2009</td>
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<td>Social Security Card Verification</td>
<td>5037</td>
<td>7/1/2009</td>
</tr>
<tr>
<td>Student Orientation Programs</td>
<td>8010</td>
<td>10/31/2006</td>
</tr>
<tr>
<td>Student Rights to Privacy of Education Records</td>
<td>8011</td>
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</tbody>
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Title

Tax Identification Numbers, IRS Form W-9
Tax Treatment of Complimentary Tickets and Related Expenses to Employees and Non-Employees
Tenure Policies for Librarians, Implementation of
The Anti-Drug Abuse Act of 1988
The Drug-Free Schools and Communities Act
The Use of the "Administrative Hardship Clause" under the State Fiscal Rules
Treatment of Personnel Files for Purposes of Colorado Open Records Act
University Policies on PERA "Buy-Back" Option
University Policies on TIAA/CREF Long-Term Disability Insurance Eligibility
University-Sponsored Fundraising Events
University-wide Faculty Personnel Review Procedures
Use of University-Owned Automobiles
Vacation Policies for Unclassified Personnel
Verification of Vacation & Sick Leave Accrual for University Personnel

Groups audience:
Office of Policy and Efficiency (OPE)

Source URL: http://www.cu.edu/ope/policy-resources-and-tools

Links:
[9] https://www.colorado.edu/strategicrelations/services/style-guide
[16] http://www.cu.edu/ope
[17] mailto:ope@cu.edu
[18] mailto:OPE@cu.edu