Administrative Policy Statement (APS) Process Responsibility Matrix

**Phases / Responsible Parties**

- **INITIATION**
  - Communicate possible policies or policy issues with RPO or OPE

- **DEVELOPMENT & APPROVAL**
  - Provide comments on policies of interest
  - Prepare initial Justification & send to OPE
  - Prepare Policy Drafts (new or revised) & send to OPE
  - Engage Legal (L)
  - Engage Specific Stakeholders (SH)

- **IMPLEMENTATION**
  - Communicate with targeted groups
  - Respond to routine questions
  - Implement plan to educate and train specific groups and affected university community

- **MAINTENANCE**
  - Review and evaluate feedback

**GOVERNANCE GROUPS (GG) & STAKEHOLDERS (SH)**

- Communicate possible policies or policy issues with RPO or OPE

**RESPONSIBLE POLICY OFFICE (RPO)**

- Notify OPE of proposed new policy or policy changes
- Prepare initial Justification & send to OPE
- Prepare Policy Drafts (new or revised) & send to OPE
- Engage Legal (L)
- Engage Specific Stakeholders (SH)

**OFFICE OF POLICY AND EFFICIENCY (OPE)**

- Gather and summarize policy issues and proposals & share with RPOs
- Conduct Policy Cycle Kickoff Meetings with RPOs
- Vet proposed policy changes and concepts with Vice Presidents
- Gather general Stakeholder input:
  - Ensure 30-day comment period
  - Share feedback with RPOs
- Communicate proposed policy actions with Key Stakeholders and University community via:
  - Direct Emails
  - CU Connections
  - APS Distribution List
  - OPE Webpage

**LEADERSHIP**

- Direct RPO or OPE to initiate policy or policy revisions
- TEAM discusses and approves/rejects
- President approves and signs final policy or rescission

**Stakeholder Input:** Board of Regents, University Community, Governance Groups, End Users, Functional Areas, Subject Matter Experts, Legal Counsel, Internal Audit, etc.

Prepared by the Office of Policy and Efficiency
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System Policy Process Flowchart (Basic)

* Denotes items posted to the OPE Webpage.
** Including Faculty and Staff Councils, Campus Policy Liaisons, Key Campus Contacts, OPE Distribution List, and OPE Webpage.