

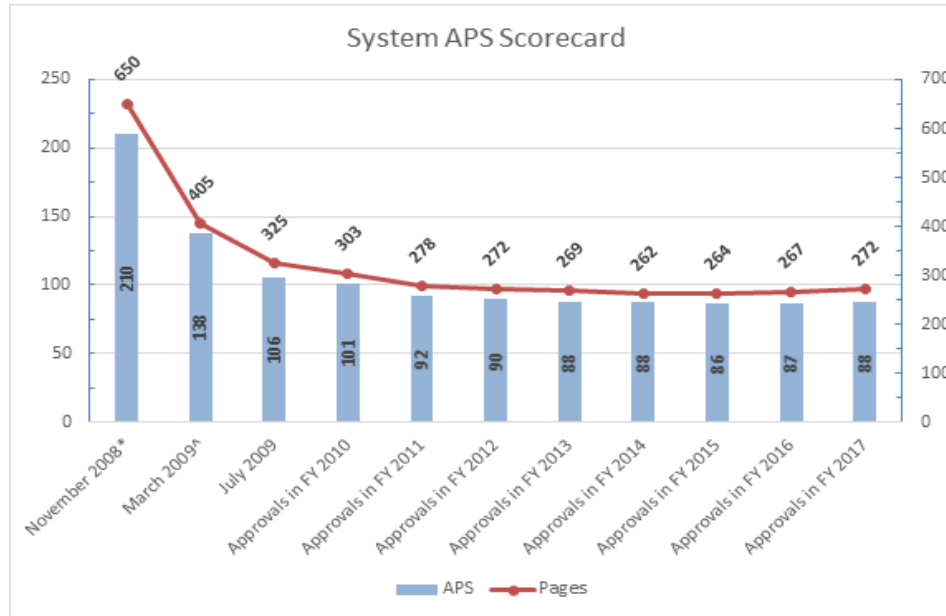
**Year End Administrative Policy Statement (APS) Action Report for System
FY 2016-2017**

	Functional Area	Action	Responsible Office	APS Number	APS Title	Reason for Issuance/Revision/Rescission	Action/ Effective Date
1	Academic/Research	Revision	Office of the Vice President for Academic Affairs	1008	Centers, Institutes, Laboratories and Bureaus; Procedures for the Establishment of	Policy was due for periodic review.	July 11, 2016
2	Academic/Research	Revision	Office of the Vice President for Academic Affairs	1021	Mentoring for Tenure-Track and Tenure-Eligible Faculty	Policy was due for periodic review.	July 1, 2017
3	Academic/Research	Revision	Office of the Vice President for Academic Affairs	1024	Sabbatical Assignments; Approval of	Policy was due for periodic review.	July 11, 2016
4	Administrative/General	Revision	Office of Policy and Efficiency	2006	Retention of University Records	This Policy is due for periodic review. In addition, a greater emphasis on electronic records will be made, as appropriate.	July 11, 2016
5	Administrative/General	Revision	Office of the Vice President for Academic Affairs	2007	Student Notification of Graduating Class Rank	Policy was due for periodic review.	July 11, 2016
6	Administrative/General	New	Senior Vice President and Chief of Staff	2027	University Code of Conduct	Further define the expectations for University employees and provide guidance on the resources available to guide ethical behavior.	November 17, 2016
7	Finance	Revision	Office of University Controller	4013	Disclosure of Interests	This policy is being modified to address concurrent modification to a related policy, APS 5012-Conflicts of Interest and Commitment, which is proposed to change to APS 5012-Conflicts of Interest and Commitment in Research and Teaching. Beginning July 1, 2017, the revised APS 5012-Conflicts of Interest and Commitment in Research and Teaching will apply only to employees engaged in research and teaching. Accordingly, APS 4013-Officer Disclosure of Interests is being renamed and revised so that employees who would no longer fall under the requirements of APS 5012 will be covered by this revised policy.	July 1, 2017
8	Finance	Revision	Treasurer's Office	4056	Payment Card Compliance Program	Payment cards are one of the most convenient but also most costly methods for accepting payment for goods and services. In addition, acceptance of payment cards has inherent risks for the merchant unit and the university. The immediate risk is of a payment transaction being returned to the unit after a good or service is provided to a customer. There is also the risk that any cardholder data within the merchant processing environment, on paper or in electronic form, is compromised and possibly used for fraud. If cardholder data is compromised the negative consequences can be significant financial and reputational risk, for both the merchant department and the university as a whole.	March 1, 2017
9	Human Resources	Revision	Office of the Vice President for Academic Affairs	5002	Faculty Appointment Process	Policy was due for periodic review.	March 1, 2017
10	Human Resources	Revision	Office of the Vice President for Employee and Information Services	5011	Student Employee Retirement Plan	Non-substantive edits made (1) to correct the name of the University's student retirement plan from "Student Retirement Plan" to the official name, which is "Student Employee Retirement Plan"; and (2) to clarify that a graduate student who is enrolled as a student only for the purpose of completing a dissertation or thesis and who is therefore eligible to participate in the Student Employee Retirement Plan, is actually enrolled for one (1) credit hour.	July 11, 2016
11	Human Resources	Revision	Office of the Vice President for Academic Affairs	5012	Conflicts of Interest and Commitment in Research and Teaching	Policy was due for periodic review.	July 1, 2017
12	Human Resources	Revision	Office of the Vice President for Academic Affairs and the Office of the Vice President for Employee and Information Services	5019	Parental Leave for Faculty and University Staff	Due for periodic review. The draft revisions represent a rewrite of the existing policy, as OPE received such extensive feedback on APS 5019 that it was not possible to produce a readable redlined version. OPE convened a small working group from Academic Affairs, Employee Services, and University Counsel to create a new draft that, in most respects, retains the substantive provisions of current policy, while addressing concerns about the policy's legal compliance and clarity. Thus, the new version is intended to clarify the current benefit and ensure that language in the policy is consistent with federal law (chiefly, the Family and Medical Leave Act). Specifically, the draft attempts to clarify: eligibility for parental leave, how parental leave relates to FMLA, university responsibilities in administering leave, and the leave provisions for 9-month faculty (while current policy states that 9-month faculty members are entitled to one semester of leave, the revised draft re-states this in terms of weeks).	November 17, 2016
13	Human Resources	Revision	Office of the Vice President for Employee and Information Services	5024	Tuition Assistance Benefit	Boulder campus is increasing the tuition benefit to dependents from 10% to 20% starting fall semester 2016.	July 11, 2016

The following policy was reviewed but no substantive changes were made. The effective date remains the same but the last reviewed date has been updated.

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1 Academic/Research	Revision	Office of the Vice President for Academic Affairs	1017	Distinguished Professorships; Procedures for Implementing Regent Actions on	Policy was due for periodic review.	August 11, 2016



*November 2008 - Beginning of the Task Force on Efficiency
^March 2009 – President Approves TFE Recommendations