Policy Resources and Tools [1]

- University Policy Framework and Hierarchy
- Policy Writers Toolbox
- Policy FAQs
- Year End Reports
- Rescinded APSs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 [11]. Use the Policy Template [12] 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:

- Policy Owner Checklist [13]
- APS Justification Template [4]
- Policy Template [5]
- Current Word Versions (Contact OPE [14] to get current word versions of any APS for changes.)
- APS Functional Areas and Definitions [15]
- CU Policy Hierarchy [1]
- APS Glossary of Terms [16]
- Procedure Template [6]
- FAQ Template [7]
- ACUPA [17]

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 [18]. 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 [19].

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 [12].

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

The Office of Policy and Efficiency website www.cu.edu/ope [18] 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 [19].

6. What is the role of the Office of Policy and Efficiency?

The Office of Policy and Efficiency -- with input from policy owners -- develops, oversees and maintains the university’s systemwide policy-making process; facilitates the development, review, approval and maintenance of university policies by partnering with university policy owners to create, revise and distribute policies; and acts as the official repository and point-of-
contact regarding university policies.

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 [19]
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 [19]
303-860-5711

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

The Office of Policy and Efficiency website cu.edu/ope [20] 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 [19].

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.

<table>
<thead>
<tr>
<th>Title</th>
<th>APS Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting for and Deposit of Funds for Non-Government Gifts, Grants and Contracts</td>
<td>4046</td>
<td>11/1/2005</td>
</tr>
<tr>
<td>Administrative Program Review</td>
<td>4031</td>
<td>1/31/2007</td>
</tr>
<tr>
<td>Administrative Service Recharge</td>
<td>4003</td>
<td>1/7/2010</td>
</tr>
<tr>
<td>Adopting Standards and Best Practices for the Acquisition and Deployment of Technology and Ancillary Support Infrastructure</td>
<td>1027</td>
<td>10/31/2006</td>
</tr>
<tr>
<td>Annual Merit Adjustments for Faculty</td>
<td>5027</td>
<td>7/20/2012</td>
</tr>
<tr>
<td>APS Dictionary</td>
<td>2012</td>
<td>7/1/2009</td>
</tr>
<tr>
<td>Association Dues</td>
<td>4047</td>
<td>6/1/2006</td>
</tr>
<tr>
<td>Automobile Allowances for University Employees</td>
<td>2013</td>
<td>7/1/2006</td>
</tr>
<tr>
<td>Auxiliary and Self-Funded Revenues</td>
<td>4020</td>
<td>1/17/2013</td>
</tr>
<tr>
<td>Background Checks for Security-Sensitive Positions and for Officers and All Individuals Hired in Tenured and Tenure-Track Positions</td>
<td>5028</td>
<td>7/1/2009</td>
</tr>
<tr>
<td>Benefits Advisory Board to the President</td>
<td>5025</td>
<td>10/31/2013</td>
</tr>
<tr>
<td>Cash Control</td>
<td>4002</td>
<td>1/1/2012</td>
</tr>
<tr>
<td>Classified Research Policy Statement as Adopted by the BOR and Administrative Guidelines for Implementation</td>
<td>1035</td>
<td>9/24/2007</td>
</tr>
<tr>
<td>Compensation Principles and Processes for Officers and Exempt Professionals</td>
<td>5029</td>
<td>7/1/2009</td>
</tr>
<tr>
<td>Complimentary Tickets and Related Expenses</td>
<td>4010</td>
<td>1/1/2012</td>
</tr>
<tr>
<td>Control over Transfer of funds to University Departments from the CU Foundation</td>
<td>4048</td>
<td>6/1/2006</td>
</tr>
<tr>
<td>Controller Function Decentralization</td>
<td>4001</td>
<td>1/1/2011</td>
</tr>
<tr>
<td>Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copying Computer Software</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decentralization of Continuing Education Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delegation of Authority to Chancellors to Adopt or Approve Campus By-Laws, Rules, Regulations &amp; Guidelines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delegation of Authority to Chancellors to Execute Certain Contracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delegation of Personnel Authority for Employees Exempt from the State Personnel System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designation of retention rights for Classified Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Spending from a Foundation on Behalf of the University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution of Treasury Pooled Investment Earnings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligibility of Retired Officers &amp; Other Exempt Personnel for University Health &amp; Life &amp; Insurance Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Cost Saving Incentive Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establishment of University Graphics Standards Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expense Allowances and Business Expense Reimbursement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Space Inventory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Access to Services &amp; Resources of All Libraries within the CU System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Recruitment and Hiring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Retirement Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Medical Leave for Faculty and Unclassified Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financing Property Acquisitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Format for Proposed Real Estate Transactions Concerning Property Acquisitions Submitted to Board of Regents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Format for Real Estate Transactions Concerning Property Disposition Submitted to Board of Regents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funding Inter-Campus and Off-Campus Educational Telecommunications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gift in Kind Transactions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gift Revenues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gift, Grant and Endowment Income Distribution Policies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guidelines for the Separation of Multi-campus Schools and Colleges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guidelines for Use of Outside Consultant when Payment is Made from Funds at the University of Colorado</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guidelines for Use of Outside Consultants when Payment is Made from Funds at the University of Colorado</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guidelines on Retirement - Classified Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honoraria</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
Interfund and Intrafund Borrowing
IT Resource User Responsibilities
IT Security in Personnel Job Descriptions, Responsibilities and Training
IT Security in University Operations, Continuity and Contracting
IT Service Provider Security
Justification for Appointment with Tenure (Outside Hire with Tenure)
Leave for Faculty Serving in Elected Office
Leave Sharing for Officers, Exempt Professionals & Faculty on Twelve-month Appointments
Leave Sharing for Permanent State Classified Staff
Leave Sharing for University Staff, Faculty on Twelve-month Appointments and Classified Staff
Maintaining Security for Cash and Other Portable Property within the University
Mentoring for Tenure-Track and Tenure-Eligible Faculty
Military Leave Policy for All Exempt Employees including Faculty
Moving Expense Reimbursement
Paid Administrative Leave for University Staff and Faculty on Twelve-Month Appointments
Parental Leave Benefits for Faculty and Staff
Payroll - Mandatory Direct Deposit
Personnel Actions Submitted to the Board of Regents
Phased Retirement Programs for Faculty
Political Expenses
Political Participation by Members of the University Community
Post Tenure Review
President Review of Faculty Personnel Decisions
Procedure for Intercampus Notification of Program Initiatives or Changes
Procedures for COBRA Administration
Procedures for IRCA Administration
Procedures for Making Acting Appointments to Administrative Positions
Procedures for New Degree Program Proposals
Procedures for Offering Instructional Programs Outside the State of Colorado
Procedures for Written Standards & Criteria for Pre-Tenure Faculty
Procedures to Ensure Integrity of Appointment and Salary Approvals for Administrative Officers and Unclassified Staff
Professional Plan for Faculty; The
Program Discontinuance When No Tenured or Tenure-Track Faculty Face Dismissal
Proposals for Decentralizing Graduate Programs
Providing Employment Assistance to Members of Dual Career Couples
Provision of Auxiliary Aids to Handicapped Students
Regents Scholarship Program
Reimbursement for Work Done on Behalf of a University of Colorado Supporting Foundation
Reimbursement of University Cost Associated with Responding to Public Inquiries
Requirement for Prior Approval of Professional Services Contracts
Restricted, Proprietary and Classified Research
Revenue Definition and Recognition
Review of New Degree Programs at Other State Institutions
Roles and Responsibilities of Department Chairs
Roll forward of Appropriations – Year End
Search Policies and Procedures for Select Officers
Selecting Architects & Engineers for Planning, Design & Construction Projects, Procedures for
Self-Insurance Fund - Loss Payout Guidelines
Silver and Gold Record
Social Security Card Verification
Student Orientation Programs
<table>
<thead>
<tr>
<th>Title</th>
<th>APS Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Rights to Privacy of Education Records</td>
<td>8011</td>
<td>5/1/2007</td>
</tr>
<tr>
<td>Tax Identification Numbers, IRS Form W-9</td>
<td>5038</td>
<td>12/1/2007</td>
</tr>
<tr>
<td>Tax Treatment of Complimentary Tickets and Related Expenses to Employees and Non-Employees</td>
<td>4055</td>
<td>10/31/2006</td>
</tr>
<tr>
<td>Tenure Policies for Librarians, Implementation of</td>
<td>1002</td>
<td>1/1/2011</td>
</tr>
<tr>
<td>The Anti-Drug Abuse Act of 1988</td>
<td>7005</td>
<td>8/14/2008</td>
</tr>
<tr>
<td>The Drug-Free Schools and Communities Act</td>
<td>7006</td>
<td>8/14/2008</td>
</tr>
<tr>
<td>The Use of the &quot;Administrative Hardship Clause&quot; under the State Fiscal Rules</td>
<td>4043</td>
<td>10/31/2006</td>
</tr>
<tr>
<td>Treatment of Personnel Files for Purposes of Colorado Open Records Act</td>
<td>5039</td>
<td>7/1/2007</td>
</tr>
<tr>
<td>University Policies on PERA &quot;Buy-Back&quot; Option</td>
<td>4044</td>
<td>7/1/2007</td>
</tr>
<tr>
<td>University Policies on TIAA/CREF Long-Term Disability Insurance Eligibility</td>
<td>5040</td>
<td>3/3/2009</td>
</tr>
<tr>
<td>University-Sponsored Fundraising Events</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University-wide Faculty Personnel Review Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of University-Owned Automobiles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacation Policies for Unclassified Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verification of Vacation &amp; Sick Leave Accrual for University Personnel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Groups audience:**
Office of Policy and Efficiency (OPE)

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

**Links**
[1] https://www.cu.edu/ope/policy-resources-and-tools
[10] https://www.cu.edu/ope/formatting-standards-administrative-policy-statements
[12] https://www.cu.edu/sites/default/files/policytemplate.doc
[16] https://www.cu.edu/ope/aps/glossary