

## **Policy Resources and Tools** <sup>[1]</sup>

- **University Policy Framework and Hierarchy**
- **Policy Writers Toolbox**
- **Policy FAQs**
- **Year End Reports**
- **Rescinded APSs**

[Policy Hierarchy PDF](#) <sup>[2]</sup>

### **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](#) <sup>[3]</sup> 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](#) <sup>[4]</sup>
- [Policy Template](#) <sup>[5]</sup>
- [Procedure Template](#) <sup>[6]</sup>
- [FAQ Template](#) <sup>[7]</sup>

### **Guide to Writing Policy**

Before developing a new policy, read the [User Guide to Writing Policies](#) <sup>[8]</sup>, which will help you plan your policy and fill out the template. Quick links to reference materials:

- [APS Style Guide](#) [9]
- [APS Template Formatting Guide](#) [10]

## 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](http://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](mailto: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](http://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](mailto: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](mailto:ope@cu.edu) <sup>[19]</sup>  
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](mailto:ope@cu.edu) <sup>[19]</sup>  
303-860-5711

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

The Office of Policy and Efficiency website [cu.edu/ope](https://cu.edu/ope) <sup>[20]</sup> 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](mailto:ope@cu.edu) <sup>[19]</sup>.

## **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.

- 2019-20 <sup>[21]</sup>
- 2018-19 <sup>[22]</sup>
- 2017-18 <sup>[23]</sup>
- 2016-17 <sup>[24]</sup>
- 2015-16 <sup>[25]</sup>
- 2014-15 <sup>[26]</sup>
- 2013-14 <sup>[27]</sup>
- 2012-13 <sup>[28]</sup>
- 2011-12 <sup>[29]</sup>
- 2010-11 <sup>[30]</sup>
- 2009-10 <sup>[31]</sup>
- 2008-09 <sup>[32]</sup>
- 2007-08 <sup>[33]</sup>
- 2006-07 <sup>[34]</sup>

**For questions or information related to rescinded policies, please contact the Office of Policy and Efficiency at [OPE@cu.edu](mailto:OPE@cu.edu) <sup>[35]</sup>.**

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
Annual Merit Adjustments for Faculty
APS Dictionary
Association Dues
Automobile Allowances for University Employees
Auxiliary and Self-Funded Revenues
Background Checks for Security-Sensitive Positions and for Officers and All Individuals Hired in Tenure
Benefits Advisory Board to the President
Cash Control
Classified Research Policy Statement as Adopted by the BOR and Administrative Guidelines for Implem
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

## Title

Copying Computer Software

Decentralization of Continuing Education Activities

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

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 Program

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 Recruitment and Hiring

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

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 Color

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

Guidelines on Retirement - Classified Staff

Honoraria

**Title**

Implementation of Regent Actions Pertaining to Terms of Appointment & Review & Evaluation of Admin

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

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 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

Presidential Review of Faculty Personnel Decisions

## Title

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 Un

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

Student Rights to Privacy of Education Records

## 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
Updating of Financial Management Systems Users' Reference Manual
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)

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

### Links

- [1] <https://www.cu.edu/ope/policy-resources-and-tools>
- [2] <https://www.cu.edu/doc/policyhierarchy.pdf>
- [3] <https://www.cu.edu/sites/default/files/process-flowchart-spec.pdf>
- [4] <https://www.cu.edu/doc/justification-template.docx>
- [5] <https://www.cu.edu/doc/policytemplate.doc>
- [6] <https://www.cu.edu/sites/default/files/procedures-template.doc>
- [7] <https://www.cu.edu/sites/default/files/faqs-template.doc>
- [8] <https://www.cu.edu/sites/default/files/APSwritingguide.pdf>
- [9] <https://www.colorado.edu/brand/how-use/text-tone/editorial-style-guide>
- [10] <https://www.cu.edu/ope/formatting-standards-administrative-policy-statements>
- [11] <https://www.cu.edu/sites/default/files/justification-template.docx>
- [12] <https://www.cu.edu/sites/default/files/policytemplate.doc>
- [13] <https://www.cu.edu/sites/default/files/checklist.doc>
- [14] <https://www.cu.edu/ope/forms/office-policy-and-efficiency-feedback-form>
- [15] <https://www.cu.edu/ope/aps/functional-area>
- [16] <https://www.cu.edu/ope/aps/glossary>
- [17] <http://www.acupa.org/>
- [18] <https://www.cu.edu/ope>
- [19] <mailto:ope@cu.edu>

- [20] <https://www.cu.edu/node/388>
- [21] <https://www.cu.edu/doc/yearendreport2019-20pdf>
- [22] <https://www.cu.edu/doc/yearendreport2018-19pdf>
- [23] <https://www.cu.edu/doc/yearendreport2017-18pdf>
- [24] <https://www.cu.edu/doc/yearendreport2016-17pdf>
- [25] <https://www.cu.edu/doc/yearendreport2015-16.pdf>
- [26] <https://www.cu.edu/sites/default/files/YearEndReport2014-15.pdf>
- [27] <https://www.cu.edu/sites/default/files/YearEndReport2013-14.pdf>
- [28] <https://www.cu.edu/sites/default/files/YearEndReport2012-13.pdf>
- [29] <https://www.cu.edu/sites/default/files/YearEndReport2011-12.pdf>
- [30] <https://www.cu.edu/sites/default/files/YearEndReport2010-11.pdf>
- [31] <https://www.cu.edu/sites/default/files/YearEndReport2009-10.pdf>
- [32] <https://www.cu.edu/sites/default/files/YearEndReport2008-09.pdf>
- [33] <https://www.cu.edu/sites/default/files/YearEndReport2007-08.pdf>
- [34] <https://www.cu.edu/sites/default/files/YearEndReport2006-07.pdf>
- [35] <mailto:OPE@cu.edu>