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APS Resources and Tools [1]

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- **Rescinded APSs**

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Each numbered item is defined/detailed in:

Regent Article 1.C: University of Colorado Policy Framework [2]

ADMINISTRATIVE POLICY STATEMENT WRITERS TOOLBOX

The policy writer toolbox provides information on the CU administrative 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

Administrative Policy Process

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

- APS Justification Template [4]
- Policy Template [5]

Guide to Writing an Administrative Policy

Before developing a new administrative policy, read the User Guide to Writing Policies [6], which will help you plan your policy and fill out the template. Quick links to reference materials:

- APS Style Guide [7]

- APS Template Formatting Guide [8]

Planning the Policy Actions

Once the new administrative policy or revision is ready for development, download and complete the Justification Template [9]. Use the Policy Template [10] for new administrative policies or download the latest versions of existing administrative policies in Word format for editing. Links and forms for the initial policy development process:

- APS Justification Template [4]
- Policy Template [5]
- Current Word Versions (Contact OPE [11] to get current word versions of any APS for revisions.)
- APS Functional Areas and Definitions [12]
- CU Policy Hierarchy [1]
- APS Glossary of Terms [13]

Policy Rollout

Once the policy is approved, it will be finalized and posted online. In addition, OPE will communicate the changes to the university community via the CU Connections and the OPE Policy Blog.

Maintaining the Policy

OPE will update each functional area during the policy kickoff meetings regarding the policies in your area that are due or getting close to due for review.

Frequently Asked Questions Regarding Policies

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

- The Laws of the Regents are the highest source of authority within the University of Colorado, establish how the University of Colorado is organized and governed, and are binding upon the Regents of the University of Colorado and the university community.
- Regent policies are enacted by the Regents of the University of Colorado to operationalize the Laws of the Regents, direct the operation of functions for which the Board of Regents retains ultimate responsibility, and delegate authority to officers of the university and the administration.
- Universitywide administrative policy statements (APS) are enacted by the president of the university in accordance with defined processes to provide operational requirements to the entire university community and delegate authority to officers of the university and the administration.

- Universitywide procedure statements include detailed information on rules and how to complete specific tasks within functional areas including, but not limited to, finance, procurement, human resources, risk management and university relations.

2. What are universitywide administrative policies?

Universitywide administrative policy statements (APS) are enacted by the president of the university in accordance with defined processes to provide operational requirements to the entire university community and delegate authority to officers of the university and the administration (commonly known as Administrative Policy Statements or APSs).

3. How do I find a policy?

University policies may be found at www.cu.edu/ope [14]. Quicklinks are provided on the home page to:

1. Search Policies,
2. View list of APSs by A-Z,
3. View list of APSs by functional area (e.g., financial, human resources).

There is also a link to Policy Related Resources [15] in the menu under "Policy Search" that has links to major university-related policy sources (i.e., regent laws and policies, APSs, campus and system administration policies, governance, CU service center procedures, handbooks, and external policy links).

For assistance, contact the Office of Policy and Efficiency at 303-860-5711 or ope@cu.edu [16].

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 policy statements (APSs) will be written using this format. You can view the template by clicking HERE [5].

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

The Office of Policy and Efficiency website www.cu.edu/ope [14] provides a list of:

- Policies under review
- Latest APS changes
- OPE Policy Blog (latest policy news)

For assistance, contact the Office of Policy and Efficiency at 303-860-5711 or ope@cu.edu [16].

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

The Office of Policy and Efficiency oversees the president’s universitywide administrative

policymaking process; facilitates the development, review, approval and maintenance of universitywide administrative policy statements (APSs); and acts as the official repository and point-of-contact regarding APSs. OPE also supports the formal review of regent laws and policies.

7. Who do I contact with policy questions?

Each APS will list a responsible office and policy contact. For general policy questions, contact the Office of Policy and Efficiency at:
ope@cu.edu [16]
303-860-5711

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

Office of Policy and Efficiency
ope@cu.edu [16]
303-860-5711

9. How will I know if a policy changes?

The Office of Policy and Efficiency website cu.edu/ope [17] provides:

- Policies under review
- Latest policy changes

OPE also issues news briefs and updates to the university community via:

- CU Connections
- OPE Policy Blog

For assistance, contact the Office of Policy and Efficiency at 303-860-5711 or email ope@cu.edu [16].

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 universitywide policy framework and hierarchy is provided in Article 1.C of the Laws of the Regents - click here [2].

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
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 Implen
Compensation Principles and Processes for Officersand 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 & 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 Progra
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 o
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
Implementation of Regent Actions Pertaining to Terms of Appointment & Review & Evaluation of Admir
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 Ststus for Students that are Honorably Discharged from the Military
In-State Tuition Ststus 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 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
Presidential 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 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
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)

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/regents/law/1 [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/APSwritingguide.pdf [7] https://www.colorado.edu/brand/how-use/text-tone/editorial-style-guide [8] https://www.cu.edu/ope/formatting-standards-administrative-policy-statements [9] https://www.cu.edu/sites/default/files/justification-template.docx [10] https://www.cu.edu/sites/default/files/policytemplate.doc [11] https://www.cu.edu/ope/forms/office-policy-and-efficiency-general-feedback-form [12] https://www.cu.edu/ope/aps/functional-area [13] https://www.cu.edu/ope/aps/glossary

[14] https://www.cu.edu/ope [15] https://www.cu.edu/ope/policy/other-related-policy-resources
[16] mailto:ope@cu.edu [17] https://www.cu.edu/node/388 [18] mailto:OPE@cu.edu