

FINAL  
Year End Administrative Policy Statement (APS) Action Report for System  
FY 2006-2007

	Requested Action	Vice President	Responsible Office	APS Title	Policy Issue: Reason for Issuance/Revision/Rescission	Signed by President/ Effective Date
1	Revision	VPUC	VPUC	Letters of Offer for Officers and Exempt Professionals	Sets forth terms and conditions of employment that must be included in all letters of offer for officers and exempt professionals. Replaces APS entitled "Procedures to Ensure Integrity of Appointment and Salary Approvals for Administrative Officers and Unclassified Staff."	7/1/2006
2	Rescission	VPBF	VPBF	Automobile Allowances for University Employees	The policy establishes procedures for providing automobile allowances to certain employees of the university. Effective July 1, 2006, the University has chosen to offer supplementary salaries, which are not eligible for annual merit increases, to certain employees in exchange for their waiving the right for reimbursement of local mileage and parking expenses. This change was made to ensure compliance with State Fiscal Rules.	7/1/2006
3	Rescission	VPUC	VPUC	Procedures to Ensure Integrity of Appointment and Salary Approvals for Administrative Officers and Unclassified Staff	Policy rescinded upon passage of APS, "Letters of Offer for Officers and Exempt Professionals."	7/1/2006
4	Revision	VPBF	OUC	Controller Function Decentralization	Sets forth the authority and responsibilities of the controller function at both the university-wide and campus levels. Amends and renames APS "Decentralization of Controllership Functions."	9/1/2006
5	Revision	VPAAR	VPAAR	Conflicts of Interest and Commitment	Outlines the university's approach to identifying and evaluating potential conflicts of interest and commitment issues for all employees and the institution. Supersedes APS dated July 1, 1994.	9/1/2006
6	Revision	VPAAR	VPAAR	Implementation of Regent Policy on Program Review and Newly Approved Program Review	Implements Regent Policy 4-C "Academic Program Review."	9/1/2006
7	Issuance	VPAAR	VPAAR	Tenure Accountability	This policy provides measures to verify integrity of the tenure process. The elements of the policy derive from the recommendations of the Advisory Committee on Tenure-Related Processes.	10/1/2006
8	Issuance	VPAAR	VPAAR	Mentoring and Faculty Development	The policy outlines processes for key areas of faculty development. The elements of the policy derive from the recommendations of the Advisory Committee on Tenure-Related Processes.	10/1/2006
9	Revision	VPAAR	VPAAR	Procedures for the Establishment of Centers, Institutes, Laboratories and Bureaus	Revises July 1, 1999, version of APS to set forth policies and guidelines for the establishment and approval of centers, institutes, laboratories and bureaus and to provide for the renaming of existing organizations.	10/1/2006
10	Revision	VPUC	VPUC	Delegation of Personnel Authority for Employees Exempt from the State Personnel System	Replaces the APS with the same name which was originally effective 12/11/2003.	10/2/2006
11	Rescission	VPAAR	VPAAR	Decentralization of Continuing Education Activities	No longer needed.	10/31/2006
12	Rescission	VPAAR	VPAAR	Procedure for Intercampus Notification of Program Initiatives or Changes	This is not done. Other processes of communication are used.	10/31/2006
13	Rescission	VPAAR	VPAAR	Student Orientation Programs	No longer needed.	10/31/2006
14	Rescission	VPBF	VPBF	The Use of the "Administrative Hardship Clause" under the State Fiscal Rules	Obsolete	10/31/2006
15	Rescission	VPAAR	VPAAR	Adopting Standards and Best Practices for the Acquisition and Deployment of Technology and Ancillary Support Infrastructure	Interim APS.	10/31/2006
16	Rescission	VPBF	VPBF	Guidelines on Retirement - Classified Staff	Rescind and refer to PERA guidelines.	10/31/2006
17	Rescission	VPBF	VPBF	Gift, Grant and Endowment Income Distribution Policies	Set forth procedures for managing endowment earnings and gift accounts. Policy matter is now adequately addressed in investment policies and the APS Gift Revenues.	10/31/2006
18	Rescission	VPBF	VPBF	Distribution of Treasury Pooled Investment Earnings	Set forth procedures for distributing pooled investment earnings to organizational units. Policy matter is now adequately addressed in investment policies and financial management policies.	10/31/2006

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19	Issuance	VPAAR	VPAAR	Post-Tenure Review	Revisions to incorporate changes suggested by Advisory Committee on Tenure Related Processes. This policy replaces the APS on Post-tenure Review dated 07/01/98. It is consistent with the principles adopted by the Faculty Council at its meeting on June 19, 1997, and with the Laws of the Regents as revised on October 16, 1997.	11/1/2006
20	Revision	VPBF	VPBF	Procedures for Selecting Architects and Engineers for Planning, Design and Construction Projects	Amends APS dated March 15, 1984, to reflect increase in the statutory threshold for use of the mandated procedures.	11/1/2006
21	Revision	VPBF	OUC	Alcohol Purchase and Provision	Provides requirements for purchasing alcohol using university funds and providing alcohol at university events. Revision allows the VCs to designate one individual as campus authorizer and separates the procedures and forms from the APS.	11/1/2006
22	Revision to procedure ONLY	VPBF	OUC	Complimentary Tickets and Related Expenses	Emergency change in policy under the President's directive. APS changes are housekeeping to reflect changes in the underlying procedures.	11/1/2006
23	Rescission	VPBF	VPBF	Guidelines for Use of Outside Consultants when Payment is Made from Funds at the University of Colorado Foundation	???? Need to follow-up with MC. The rescission of this policy is not accounted for on any of the APS Action Reports but is listed on the APS Policy Review Chart for VPBF.	12/1/2006
24	Rescission	VPBF	VPBF	Updating of Financial Management Systems Users' Reference Manual	Policy rescinded.	12/1/2006
25	Issuance	VPA/COS	OIS	IT Security Program Policy	Establishes the required roles, responsibilities, and functions for the effective management of the University's IT Security Program.	1/1/2007
26	Issuance	VPA/COS	OIS	IT Security in University Operations, Continuity, and Contracting	Requires IT security safeguards to be integrated into University operations, asset management, contracting, business continuity planning, disaster preparedness, and enterprise risk management processes.	1/1/2007
27	Issuance	VPA/COS	OIS	IT Resource User Responsibilities	Establishes IT security requirements for all IT resource users in protecting University information and IT resources.	1/1/2007
28	Issuance	VPA/COS	OIS	IT Security in Personnel Job Descriptions, Responsibilities, and Training	Establishes requirements for incorporating employee responsibilities for IT security into performance management processes, as well as ensuring employees are aware of their IT security responsibilities and are adequately trained to fulfill those responsibilities.	1/1/2007
29	Rescission	VPBF	OUC	Roll forward of Appropriations – Year End	This policy is now out of date with current guidelines from the State Controller's Office. Since the guidelines are communicated from the State Controller's Office via the Fiscal Procedures Manual which is then communicated throughout the University by the Office of University Controller via Fiscal Year Procedures, this policy is no longer required and the policy topic is adequately addressed after the rescission.	1/31/2007
30	Rescission	VPBF	VPBF	Administrative Program Review	Set forth program review as the method used for the evaluation and identification of internal departments, functions, and/or processes as candidates for gaining efficiency through reengineering as part of the Total Learning Environment (TLE) initiative. However, the TLE initiative has been discontinued at the University for several years. Therefore, this policy is no longer required.	1/31/2007

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31	Rescission	VPBF	VPBF	Funding Inter-Campus and Off-Campus Educational Telecommunications	Implemented the Colorado Commission on Higher Education's new off-campus policy to provide state support for urban and rural access to degree programs. The APS included a sunset provision in that policy and was written to remain in effect for only three years (though June of 1993). Given that the CCHE discontinued its program, the University should execute the sunset provision on the APS and rescind this policy.	1/31/2007
32	Rescission	VPBF	VPBF	Format for Proposed Real Estate Transactions Concerning Property Acquisitions Submitted to Board of Regents	Set procedures required to provide the Board of Regents with additional information on real estate transactions submitted to the board for approval as the result of an ad hoc committee. However, this policy is now out-of-date with the current procedures for submitting items to the Regents. Since the Board Office updates and issues the submission requirements, this policy is no longer required.	1/31/2007
33	Rescission	VPBF	VPBF	Format for Real Estate Transactions Concerning Property Disposition Submitted to Board of Regents	Set procedures required to provide the Board of Regents with additional information on real estate transactions submitted to the board for approval as the result of an ad hoc committee. However, this policy is now out-of-date with the current procedures for submitting items to the Regents. Since the Board Office updates and issues the submission requirements, this policy is no longer required.	1/31/2007
34	Rescission	VPA/COS	SYSOP	Procedures for IRCA Administration	Per review of the current APS on Procedures for Immigration Reform and Control Act (IRCA) it was determined that it is out of date. After consultation with all the campus HR offices all concurred that a System level APS is no longer needed. Furthermore, given that all of the campuses have IRCA policies which meet their needs and are consistent with current laws a System level APS updated is not appropriate. Therefore, this policy is being rescinded.	3/20/2007
35	Issuance	VPUC	AVPHR	Compensation Principles and Processes for Officers and Exempt Professionals	Implements principles contained in Regent Laws and Policies on compensation of officers and exempt professionals.	4/1/2007
36	Issuance	VPUC	CPO	Access to Student Education Records	Establishes the University of Colorado's policy on access to student education records consistent with the federal Family Education Rights and Privacy Act of 1974 (FERPA). Replaces APS Student Rights to Privacy of Education Records (effective fall 1988).	5/1/2007
37	Rescission	VPAAR	VPAAR	Student Rights to Privacy of Education Records	Policy rescinded upon passage of APS, "Access to Student Education Records."	5/1/2007
38	Revision	VPUC	VPUC	Faculty Retirement Agreements	This policy authorizes the chancellors to approve retirement incentive agreements for all faculty employed at fifty percent time or greater who are not retiring with Public Employees Retirement Association (PERA) and describes the requirements of these agreements. APS, "Phased Retirement Programs for Faculty" rescinded upon the passage of "Faculty Retirement Agreements."	6/6/2007