	Requested Action	Vice President	Responsible Office	APS Title	Policy Issue: Reason for Issuance/Revision/Rescission	Signed by President/ Effective Date
1	Revision	VPAAR	VPAAR	Background Checks for Security-sensitive Positions and for Officers and All Individuals Hired in Tenured and Tenure-track Positions	This policy provides requirements and guidelines for the administration of background checks with respect to hiring for security-sensitive positions and for officers and individuals hired in tenured and tenure-track faculty positions. This policy replaces the APS Background Checks for Security-sensitive Positions and Officers dated 07/01/04.	7/1/2007
2	Issuance	VPAAR	VPAAR	Standards, Processes and Procedures for Appointment, Reappointment, Tenure and Promotion	This policy outlines the process of evaluating a tenure-track faculty member for appointment, reappointment, tenure and promotion. During the pre-tenure evaluation period candidates are encouraged to seek advice from their primary unit, department chair, and others regarding their progress toward tenure. They are encouraged to take advantage of available mentoring and advising programs. This policy was written to accompany Appendix A of the Laws of the Regents	7/1/2007
3	Issuance	VPUC	VPUC	Retention of University Records	This policy establishes university principles and processes for the retention and disposal of university records and outlines the roles and responsibilities associated with this process. *[Required by CRS 24-72-401]*.	7/1/2007
4	Rescission	VPUC	VPUC	Treatment of Personnel Files for Purposes of Colorado Open Records Act	APS rendered obsolete by the issuance of new APS Retention of University Records. Rescinded.	7/1/2007
5	Revision	VPBF	OUC	Gift in Kind Transactions	The original policy failed to clarify that the University could only receive such *gift in kind* transactions from the original donor not from pass-through organizations, such as our *supporting foundations*. The policy is also being updated to reflect new changes in the IRS requirements about tax deductibility can only be granted if the condition is at least accepted in good condition and retained by the University for three years. In addition, the policy format was recast to comply with the new APS style and the procedures and forms were separated from the APS.	7/1/2007
6	Issuance	VPBF	OUC	Collection of Personal Data from Students and Other Customers	The University is adopting this policy to provide guidance for the collection of personal data, including social security information, from students and other individuals transacting business with the University.	7/1/2007
7	Issuance	VPBF	OUC	Education Assistance Program	This policy sets forth university requirements for tuition assistance provided by the University to all *employees*. It establishes that all of the tuition assistance programs offered by the University are included within the scope of the University of Colorado's "Section 127 Educational Assistance Plan."	7/1/2007
8	Revision	VPAAR	VPAAR	Differentiated Annual Workloads	Correcting inaccurate reference to regent policy; elimination of obsolete reporting requirement.	7/1/2007
9	Rescission	VPAAR	VPAAR	Implementation of Regent Policies on Tenure	APS rendered obsolete by adoption of new and revised policies on tenure related processes. In particular, APS on Standards, Processes and Procedures for Appointment, Reappointment, Tenure and Promotion (effective 07-01-07).	7/1/2007
10	Issuance	VPA/COS	VPA/COS	Silver & Gold Record	This policy states the purpose and provides the operating principles, management structure and funding of the Silver & Gold. This policy further is intended to ensure accountability and transparency in the operation of the Silver & Gold.	7/1/2007
11	Rescission	VPA/COS	VPA/COS	Copying Computer Software	Each campus and system has an "Acceptable Use" policy for computer resources. They cover such issues as illegally copying software.	7/1/2007

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12	Rescission	VPA/COS	VPA/COS	University Policies on PERA "Buy-Back" Option	Buy-back ended in the 80's and was replaced by Purchased Service Credit Program.	7/1/2007
13	Revision	VPBF	VPBF/VPUC	Operation of University Vehicles	In November 2005, the Office of State Auditor concluded a performance audit on the University and the University of Colorado Foundation. This performance audit resulted in a recommendation for the University to address internal control issues related to its courtesy cars. To resolve these issues, the University sought clarification of State Fiscal rule requirements from the State Controller office. The proposed APS resolves the issues identified in the 2005 audit as well as update university policy related to vehicles.	8/15/2007
14	Rescission	VPUC	VPUC	Use of University-Owned Automobiles	Current APS, dated August 1, 1989, to be rescinded upon issuance of new APS "Operation of University Vehicles."	8/15/2007
15	Rescission	VPUC	VPUC	Implementation of Risk Management Procedures for Use of University- and State- owned Vehicles	Current APS, dated December 1, 1988, to be rescinded upon issuance of new APS "Operation of University Vehicles."	8/15/2007
16	Revision	VPAAR	VPAAR	Restricted, Proprietary and Classified Research	Current APS, dated March 14, 2005, is being amended for the language to indicate (in two places) that "Authority for the approval of petitions to conduct classified research resides with the Chancellor and cannot be designated."	9/24/2007
17	Revision	VPUC	VPUC	Access to Student Education Records	Codifies University policies on access to student education records consistent with the federal Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Gives undergraduate graduating seniors the right to receive, upon request, notification of their class standing. Replaces APS Access to Student Education Records (effective May 1, 2007).	9/1/2007
18	Issuance	VPA	VPA	IT Service Provider Security	The purpose of this policy is to ensure that all University IT resources are managed securely, regardless of the persons in control of those resources. The security of these IT resources is necessary to prevent unauthorized access to or use of University information and to support the continuity of essential University operations.	9/1/2007
19	Rescission	VPBF	VPBF	Expense Allowances and Business Expanse Reimbursement	This policy – which discussed the substantiation, submission, and reporting requirements of business expenses as governed by the Internal Revenue Service (IRS) – has become outdated with respect to changes in IRS, State Fiscal Rule, and university policies, procedures, rules, and regulations. The requirements that continue to apply are more correctly presented in the format of the Procurement Service Center (PSC) Procedural Statement as opposed to an Administrative Policy Statement, and these requirements have accordingly been so revised.	12/1/2007
20	Rescission	VPBF	VPBF	Tax Identification Numbers, IRS Form W-9	This policy sets forth university requirements for collection and maintenance of Internal Revenue Service (IRS) W-9 type information – including tax identification number (TIN), name, etc. – for the University's payees. It further describes the processing and withholding required when payments are issued without such information having been collected. The policy is being immediately rescinded as IRS regulations and withholding amounts have changed since this policy was issued, over 14 years ago. The required information is being currently (and more appropriately) conveyed via the Procurement Service Center (PSC) policy on W-9s.	12/1/2007

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21	Rescission/ Partial Revision	VPBF	VPBF	International Travel	This policy sets forth university requirements for authorizing travel to international locations. The policy is being changed to remove the previous requirement that defined the meal reimbursement processes as they relate to international travel. As these processes are no longer required by State Fiscal Rule and have no added value to the University.	10/1/2007
22	Revision	VPBF	VPBF	Donations	This policy explains when it is appropriate (and when it is not appropriate) to spend university funds on donations. The policy is being changed to redefine the level of approval required (1) to provide non-cash support for university-wide campaigns (changing from the appropriate Vice President/Vice Chancellor to the appropriate officer), and, (2) to purchase tickets for fundraising events (changing from the Vice President/ Vice Chancellor for Finance to the appropriate officer). Furthermore, this policy is being changed to allow the appropriate Vice President/Vice Chancellor for Finance to delegate approval authority in writing to one person per campus for (1) contributions to non-profit organizations, and, (2) purchase of tickets for external community relations functions.	12/1/2007
23	Revision	VPBF	VPBF	Fiscal Certification	This policy sets forth annual certification requirements of Officers to support the University's institutional certification of financial accountability and responsibility as required by State statute and as a part of external audits. There is an increasing need for fast and efficient filing method for these certifications. This policy changes the submission process to a web-based process via the university's portal. In addition, this policy limits the manner in which an officer can delegate to his subordinates the responsibility for the certification.	12/1/2007
24	Revision	VPBF	VPBF	Honoraria	This policy sets forth university requirements for awarding and processing honoraria to ensure compliance with Internal Revenue Service (IRS) regulations, university personal compensation policies, and generally accepted accounting principles. This policy incorporates higher-level approval for honoraria payments greater than $2,000 into the policy statement, identifies the provider of such approval as an officer of the University according to current terminology use, and is recast into current Administrative Policy Statement format. The change was required as the current APS references the processing of payments via the Scope of Work form. However, in evaluating forms it was decided that honoraria to non-employees should be processed on a new unique form - Honorarium (HNR). The policy itself has remained unchanged.	10/1/2007
25	Revision	VPBF	VPBF	Officer Disclosure of Interests	This policy sets forth university requirements for the submission and review of an annual disclosure of outside financial interests and activities by Officers. There is an increasing need for fast and efficient filing method for these disclosures. This policy changes the submission process to utilize the broader disclosures processes used on each campus and, thus, eliminating the need for officers to complete two forms.	12/1/2007

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26	Issuance	VPBF	VPBF	University Sponsored Fundraising Events	This policy describes the delegation of responsibility and process that organizational units must follow when planning and implementing campus sponsored fundraising so as to provide reasonable assurance of compliance with applicable laws, regulations, rules, policies and procedures. This policy sets forth requirements that must be followed by employees, associates, affiliates, and other individuals (including students but not independent student organizations) when planning and implementing campus sponsored fundraising.	11/1/2007
27	Revision/Minor	VPA	VPA	Retention of University Records	Minor revisions to a policy approved in July 2007 for grammatical and format clean-up and for non-substantive clarification.	12/1/2007
28	Issuance	VPUC	VPA	Leave Sharing for Officers, Exempt Professionals and Faculty on Twelve-month Appointments	This policy affirms the availability of leave sharing for all University officers, exempt professionals, and faculty on twelve-month appointments, and provides guidance regarding minimum procedural standards in its application, as may be further developed in campus and system administration policy statements.	1/1/2008
29	Revision	VPBF	VPBF	Sponsored Project Revenues	This policy sets forth university requirements for characterizing, processing, and recognizing revenues resulting from *Sponsored Projects* that must be followed by employees.	2/1/2008
30	Revision	VPUC	VPUC	Delegation of Authority to Chancellors to Execute Certain Contracts	The proposed change raises the threshold for certain contracts requiring presidential approval from $1M to $3M.	2/1/2008
31	Issuance	VPAAR	VPAAR	Approval of Sabbatical Assignments	This new APS provides procedural details for following Regent Policy 5-A: *Approval of Sabbatical Assignments* and Regent Law 5.B.3.C.	4/1/2008
32	Revision	VPBF	OUC	Cash Control	This policy ensures that the University is fulfilling its fiduciary obligations and stewardship responsibilities while simultaneously providing for the safety of employees, affiliated, and other individuals who handle cash.	4/1/2008
33	Issuance	VPUC	VPUC	Electronic Signatures and Records	This policy establishes when an electronic signature may replace a written signature and when an electronic record may replace a paper document in official University business.	6/1/2008
34	Revision	VPAAR	VPAAR	Faculty Recruitment and Hiring	Revisions required to update this policy are strictly editorial and remove reference to an article of Regent Law that no longer exists. Edits consist of changing reference from Article 14 (no longer in existence) to correct Article 5 and changing layout to be consistent with the new APS template.	6/1/2008
35	Rescission	VPA	VPA	Faculty Retirement Planning	This policy is recommended fro rescission because it was written to provide a one-year extension to the 1997 APS on "Faculty Retirement Planning." Specifically, it allowed for a differentiated workload for faculty in their final semester to allow them to complete academic projects and bring closure to related career issues. However, that subject is covered by the APS on "Differentiated Workload" that was revised in 2007, so this policy, which had, in any case, expired, is no longer necessary.	6/1/2008
36	Revision	VPAAR	VPAAR	Mentoring and Faculty Development	Minor revisions to update Web training coordinator title and contact section.	6/1/2008
37	Revision	VPA	PBS	Student Retirement Plan	This policy provides the needed clarity to campus Student Employment offices to appropriately administer this program.	6/1/2008