

**Year End Administrative Policy Statement (APS) Action Report for System
FY 2008-2009**

	Requested Action	Vice President	Responsible Office	APS Title	Policy Issue: Reason for Issuance/Revision/Rescission	Signed by President/ Effective Date
1	Revision	University Counsel	University Counsel	Admission Procedures for Students with Criminal Convictions	This policy replaces the policy "Admission Procedures for Students with Felony Records" dated 5/15/84 and provides procedures for the admission of students with criminal convictions.	11/1/2008
2	Rescission	University Counsel	University Counsel	Political Participation by Members of the University Community	This policy is obsolete.	8/14/2008
3	Rescission	University Counsel	University Counsel	Provision of Auxiliary Aids to Handicapped Students	This policy is outdated due to the passage of the Americans with Disabilities Act of 1991. Further, the campuses have policies and procedures in place for providing accommodations to disabled students.	8/14/2008
4	Rescission	University Counsel	University Counsel	The Anti-Drug Abuse Act of 1988	Each campus has policies and procedures in place that comply with the Anti-Drug Abuse Act of 1988. This APS is no longer needed.	8/14/2008
5	Rescission	University Counsel	University Counsel	The Drug-Free Schools and Communities Act	Each campus has policies and procedures in place that comply with the Drug-Free Schools and Communities Act. This APS is no longer needed.	8/14/2008
6	Issuance	Finance	Vice President and Chief Financial Officer	In-State Tuition for Students Honorably Discharged from the Military	This policy is established to meet the University's statutory requirements set forth in HB 09-1039, the "G.I. Promise Act."	7/1/2009
7	Issuance	Finance	Vice President and Chief Financial Officer	In-State Tuition for Students that Move to Colorado as the Result of an Economic Development Incentive	This policy is established to meet the University's statutory requirements set forth in CRS 23-7-109.	7/1/2009
8	Revision	Finance	Office of University Controller	Education Assistance Program	This APS was revised to raise the number of credits of the tuition benefit to eligible employees from the previous 6 credits per academic year to the new 9 credits per academic year. The agreement made was that the comment period on the revised draft APS would run to the start of the fall semester--but that the APS would take effect with the fall semester 2008.	9/1/2008
9	Revision	Finance	Office of University Controller	Fiscal Code of Ethics	This APS sets forth requirements for the ethical behavior by employees and affiliate fiscal staff and updates the prior APS by: * Incorporating the provisions of the university's Procurement Code of Ethics into the Employee's and Officer's Fiscal Codes of Ethics; * Clarifying references related to federal funding; * Removing the procedures whereby individuals acknowledge their willingness to abide by the code and are instead set forth in a new Finance Procedural Statement (FPS), in accordance with current convention; * Adding a new group of individuals for whom the Fiscal Code of Ethics is mandatory. All employees working on federal contracts valued at \$5 million or more are now required to complete the Fiscal Code of Ethics.	11/1/2008
10	Revision	Finance	Office of University Controller	CU Foundation Transfers	This APS establishes a standardized process for the transfer of funds between the University and the University of Colorado Foundation in order to assure consistent and timely accounting treatment, prevent control and reconciliation problems, and facilitate more precise documentation of donor restriction compliance. This APS is being updated to correct references to other laws and policies and to segregate actual procedures from the APS.	1/1/2009

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11	Revision	Finance	University Risk Management	Facilities Use by Non-University Groups - Insurance Requirements	This policy statement outlines the general insurance criteria which must be met when non-University of Colorado groups wish to contract for the use of university facilities.	1/1/2009
12	Revision	Finance	Office of University Controller	Collection of Personal Data from Students and Customers	This policy is being expanded to address the topic of identity theft. Specifically, the policy now includes requirements for detecting the warning signs, or "red flags" associated with identify theft in the day-to-day operations of the University, and for taking steps to prevent a red flag from escalating into an episode of identity theft.	7/1/2009
13	Revision	Finance	Office of University Controller	Contracting Authority	The policy is being revised to reflect updates in university policy – including updates in dollar limits of authority – and to summarize within a single policy the guidelines that are currently conveyed via three separate but closely related policies. Those other two Administrative Policy Statements (APS) will be rescinded with the revision of this APS. They are: Delegation of Authority to Chancellors to Execute Certain Contracts, and Requirement for Prior Approval of Professional Services Contracts.	7/1/2009
14	Revision	Finance	Office of University Controller	Coordination of Audits	Updating responsible office and eliminating out-of-date charter for Department of Internal Audit – replacing with link to Internal Audit website. Updating "Regent Audit and Financial Advisory Committee" to "Regent Audit Committee," and clarifying what the University Controller reports to the Regent Audit Committee.	7/1/2009
15	Revision	Finance	Office of University Controller	Fiscal Misconduct Reporting	This APS had references to responsible offices and state fiscal rules that were out of date and thresholds for reporting instances of theft were set at a specific dollar amount, which could make the policy inconsistent with any changes in state fiscal rules. Therefore, the thresholds reference the "limit specified by State Fiscal Rules. Finally, the revisions clarify specific responsibilities for reporting losses to State Officials.	7/1/2009
16	Revision	Finance	Office of University Controller	Reimbursement for Work Done on Behalf of a University of Colorado Supporting Foundation	This policy is being expanded to reflect that, upon occasion, organizational units within the University– in addition to employees and their immediate family members – may also incur costs while conducting an activity on behalf of University of Colorado Foundation.	7/1/2009
17	Rescission	Finance	Office of University Controller	Delegation of Authority to Chancellors to Execute Certain Contracts	This APS is being streamlined into the Revised APS Contracting Authority – which will take effect July 1, 2009.	7/1/2009
18	Rescission	Finance	Office of University Controller	Requirement for Prior Approval of Professional Services Contracts	This APS is being streamlined into the Revised APS Contracting Authority – which will take effect July 1, 2009.	7/1/2009
19	Issuance	Administration	Sr. AVP and Chief Human Resources Officer	Benefits Advisory Board to the President	This policy defines the structure for the University Benefits Advisory Board (UBAB), its roles and responsibilities and the selection process and terms for its members.	11/1/2008
20	Revision	Administration	Sr. AVP and Chief Human Resources Officer	Performance Ratings for Officers and Exempt Professionals	This APS provides a consistent performance rating system for officers and exempt professionals as a critical component of the University's performance management system for effective resource management and employee development. This APS replaces the APS on Performance Ratings for Faculty, Officers, and Exempt Professionals, issued July 1, 1999. It covers only Officers and Exempt Professionals; a separate APS on Performance Ratings for faculty will be issued at a later date.	4/1/2009

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21	Revision	Administration	Sr. AVP and Chief Human Resources Officer	Conflict of Interest in Cases of Amorous Relationships	Establishes that an amorous relationship between two individuals constitutes a conflict of interest when one of the individuals has direct evaluative authority over the other; and requires that the direct evaluative authority be eliminated. This revision also adds a definition of "supervisor."	7/1/2009
22	Revision	Administration	Sr. AVP and Chief Human Resources Officer	Nepotism in Employment (Formerly) Procedures for Implementing Regent Policies on Conflict of Interest & Nepotism	Implements Regent Policy 10-J, Nepotism and University Employment, requiring development of procedures for identifying and reporting potential conflicts of interest in employment situations involving employees with immediate family members working in the same unit or paid from the same account. Updates definition of terms and addresses family members working in the same unit.	7/1/2009
23	Revision	Administration	Sr. AVP and Chief Human Resources Officer	Sexual Harassment Policy & Procedures	This policy defines sexual harassment and related terms and updates the procedures and processes for reporting and investigating allegations of policy violations.	7/1/2009
24	Rescission	Administration	Sr. AVP and Chief Human Resources Officer	Procedures for COBRA Administration	This is a Federal regulation and PBS has a clearly established process for COBRA administration.	3/3/2009
25	Rescission	Administration	Sr. AVP and Chief Human Resources Officer	University Policies on TIAA/CREF Long-Term Disability Insurance Eligibility	The Benefits Matrix and plan document have rendered this APS obsolete.	3/3/2009
26	Rescission	Administration	Sr. AVP and Chief Human Resources Officer	Annual Merit Adjustments for Faculty	This APS is covered under Regent Policy 11-F. (www.cu.edu/regents/Policies/index.html)	7/1/2009
27	Rescission	Administration	Office of Policy and Efficiency	APS Dictionary	This is obsolete. This has been replaced by online policy glossary.	7/1/2009
28	Rescission	Administration	Sr. AVP and Chief Human Resources Officer	Background Checks for Security-Sensitive Positions and for Officers and All Individuals Hired in Tenured and Tenure-Track Positions	The campuses are now doing background checks for all employees. A statement regarding the background check should be stated in the letter of offer.	7/1/2009
29	Rescission	Administration	Sr. AVP and Chief Human Resources Officer	Compensation Principles and Processes for Officers and Exempt Professionals	This policy is covered in Regent Policy 11-F. (www.cu.edu/regents/Policies/index.html)	7/1/2009
30	Rescission	Administration	VP Administration	Delegation of Authority to Chancellors to Adopt or Approve Campus By-Laws, Rules, Regulations & Guidelines	This APS is incorporated under the Laws of the Regents – 3.B.5., Officers and Exempt Professionals. (www.cu.edu/regents/Laws/Article3B.htm)	7/1/2009
31	Rescission	Administration	Sr. AVP and Chief Human Resources Officer	Eligibility of Retired Officers & Other Exempt Personnel for University Health & Life & Insurance Programs	This is a procedure that is covered under the Benefits Process in the Payroll and Benefits Services Center. (www.cu.edu/pbs/benefits/)	7/1/2009
32	Rescission	Administration	Associate Vice President for University Relations	Establishment of University Graphics Standards Board	This APS was written in 1990 and is now obsolete. New graphic standards procedures will be established by University Relations.	7/1/2009
33	Rescission	Administration	Sr. AVP and Chief Human Resources Officer	Implementation of Regent Actions Pertaining to Terms of Appointment & Review & Evaluation of Administrative Officers	This is addressed in Regent Policy 11.	7/1/2009

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34	Rescission	Administration	Sr. AVP and Chief Human Resources Officer	Military Leave Policy for All Exempt Employees including Faculty	This policy is covered under Regent Policy 11-H. (www.cu.edu/regents/Policies/index.html)	7/1/2009
35	Rescission	Administration	Sr. AVP and Chief Human Resources Officer	Providing Employment Assistance to Members of Dual Career Couples	Procedural requirements are obsolete, per Regent Policy 2-K (Delegation of Personnel Authority).	7/1/2009
36	Rescission	Administration	VP Administration	Silver and Gold Record	Due to budget cuts, the Silver and Gold Record will no longer be operating as a University publication.	7/1/2009
37	Rescission	Administration	Sr. AVP and Chief Human Resources Officer	Social Security Card Verification	The Social Security Administration and Internal Revenue Service established an annual regulatory process which was implemented with Payroll Benefit Services procedures. (www.cu.edu/pbs/benefits/)	7/1/2009
38	Rescission	Administration	Sr. AVP and Chief Human Resources Officer	Vacation Policies for Unclassified Personnel	This is addressed in Regent Policy 11 and is already in state personnel rules.	7/1/2009
39	Rescission	Administration	Sr. AVP and Chief Human Resources Officer	Verification of Vacation & Sick Leave Accrual for University Personnel	It is a procedure which is covered in Chapter 6 of the PBS Procedures Guide.	7/1/2009
40	Revision	Academics	Associate Vice President and Academic Affairs Officer	Inter-campus Concurrent Enrollment	This APS was created in 1977 at the request of the Board of Regents to address issues of multiple campus enrollment within the University. Since the APS had not been revised since 1977, the changes made were to update the policy and clarify the process between the three campuses.	3/3/2009
41	Revision	Academics	Associate Vice President and Academic Affairs Officer	Campus Designation on Diplomas and Transcripts	This APS was created in 1978 at the request of the Board of Regents to help formally identify which campus should be listed on a student's diploma and formal record. The original APS was needed as the university grew beyond its original Boulder campus and thereby needed to identify where the student completed his/her coursework. The intent of the policy remains the same but removes archaic language and references to old policy. Degrees will be awarded by the campus where the student applied, matriculated, and completed the degree requirements. Diplomas and transcripts will indicate the campus where the diploma was awarded and transcripts will include coded designations to indicate at which campus courses were taken.	7/1/2009
42	Revision	Academics	Associate Vice President and Academic Affairs Officer	Multiple Means of Teaching Evaluation	Routine revisions were made to bring the content of this APS up to date from its original effective date of AY 1994-95.	7/1/2009
43	Revision	Academics	Associate Vice President and Academic Affairs Officer	Policy for Implementing Program Discontinuance	Not revised since June 1995. Now that the CCHE is no longer initiating low demand program discontinuance, Regent Law and Policy must be revised to reflect that change.	7/1/2009
44	Revision	Academics	Associate Vice President and Academic Affairs Officer	Program Discontinuance when No Tenured or Tenure-Track Faculty Face Dismissal	Routine revisions were made to bring the content of this APS up to date from its original effective date of AY 1994-95.	7/1/2009

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45	Rescission	Academics	Associate Vice President and Academic Affairs Officer	Faculty Access to Services & Resources of All Libraries within the CU System	The APS was purely aspirational, but funding restrictions make it impossible to carry out. The library systems have changed so much and the cost of access to electronic databases has made full faculty access impossible. The library deans and faculty stakeholder groups decided it didn't make sense to continue.	7/1/2009
46	Rescission	Academics	Associate Vice President and Academic Affairs Officer	Procedures for Offering Instructional Programs Outside the State of Colorado	The APS is not needed; it is a Department of Higher Education policy (Section 4 - Extended Studies). http://higher.ed.colorado.gov/Publications/Policies/default.html#esp	7/1/2009
47	Rescission	Academics	Associate Vice President and Academic Affairs Officer	Procedures for Written Standards & Criteria for Pre-Tenure Faculty	This policy was recommended for rescission since the majority of the content is also contained in the APS on Standards, Processes and Procedures (SPP) (formerly known as Appendix A to the Laws of the Regents). EPUS voted to rescind this APS provided that the section on "required content for primary unit criteria" is added to the APS on Standards, Processes and Procedures. This section has been incorporated into the latest APS on SPP – currently under revision.	7/1/2009