

**Year End Administrative Policy Statement (APS) Action Report for System
FY 2010-2011**

	Functional Area	Action	Responsible Office	APS Title (Number)	Policy Issue: Reason for Issuance/Revision/Rescission	Action/ Effective Date
1	Academic Affairs	Rescission	Academic Affairs	Implementation of Tenure Policies for Librarians - 1002	Rescinded at the recommendation of the Tenure Audit to consolidate policies having to do with tenure. Critical elements of this APS have been incorporated into the Standards, Processes and Procedures for Comprehensive Review, Tenure and Promotion APS.	1/1/2011
2	Academic Affairs	Rescission	Academic Affairs	Presidential Review of Faculty Personnel Decisions - 5007	Rescinded at the recommendation of the Tenure Audit to consolidate policies having to do with tenure. Critical elements of this APS have been incorporated into the Standards, Processes and Procedures for Comprehensive Review, Tenure and Promotion APS.	1/1/2011
3	Academic Affairs	Rescission	Academic Affairs	University-wide Faculty Personnel Review Procedures - 5004	Rescinded at the recommendation of the Tenure Audit to consolidate policies having to do with tenure. Critical elements of this APS have been incorporated into the Standards, Processes and Procedures for Comprehensive Review, Tenure and Promotion APS.	1/1/2011
4	Academic Affairs	Revision	Academic Affairs	Faculty Appointment Process - 5002	The previous APS had not been revised since 1984, and many aspects of the process had changed.	7/1/2011
5	Academic Affairs	Revision	Academic Affairs	Misconduct in Research, Scholarship, and Creative Activities - 1007	The last version of this policy was approved in 1998 and did not fully address all of the issues involved in the many types of research and scholarly and creative activities that now occur on the University's campuses.	7/1/2011
6	Academic Affairs	Revision	Academic Affairs	Standards, Processes and Procedures for Comprehensive Review, Tenure, and Promotion - 1022	This APS was revised to incorporate all tenure-related policies into one comprehensive APS.	1/1/2011
7	Admin/General	Rescission	Office of Policy and Efficiency	Employee Cost Saving Incentive Program - 4057	House Bill 11-1301 excluded public institutions of higher education from the state employee cost savings incentive program as outlined in HB 10-1264. The effective date of this rescission will be 8/11/2011, the day that the statutory requirements of HB 11-1301 become effective.	8/11/2011
8	Admin/General	Revision	University Counsel	Delegation of Authority for Hearing on Exclusions of Persons from University Property - 2002	Cleans up obsolete references to regent Laws and clarifies that the President and the Chancellors are the individuals authorized under Regent law 14.B.6 to exclude persons from University property, but that they may further delegate this authority as appropriate.	1/1/2011
9	Facilities	Revision	Facilities	Capital Construction Planning and Projects - 3002	Revised to reflect comments from the Design Review Board.	1/1/2011
10	Fiscal	Addition	Treasury	Acceptance of Payment Card Cost and Risk - 4056	In FY 2010 Internal Audit conducted an audit of payment card merchant compliance with the requirements of the Payment Card Industry Data Security Standard (PCIDSS) by auditing merchant completion of the required annual Self Assessment Questionnaires completed in the previous calendar year. One of the findings was that there was no APS for the University specifying authority and responsibility for payment card acceptance, including responsibility for the costs of card processing and acceptance of the risks inherent in handling card payments. Treasury was assigned to write this policy, with the goal of an effective date of January 1, 2011. This APS is intended to codify and formalize the University's existing procedure by establishing authority and responsibility for overall management of the University's payment card programs, clarifying responsibility for approval and oversight of payment card merchants, and assigning responsibility for costs and risks associated with payment card acceptance.	1/1/2011

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11	Fiscal	Rescission	University Controller	Controller Function Decentralization - 4001	This APS has become out of date, and the information requiring revision is better updated and presented via a different mechanism. The APS is a list of system/campus controller tasks and responsibilities that would be more conventionally conveyed via mission statements and position descriptions for the relevant offices and individuals. By comparison, the latter are nimble vehicles of information--more easily updated with current responsibilities--than executive-level policy statements.	1/1/2011
12	Fiscal	Rescission	University Controller	Gift in Kind Transactions - 4021	This APX is being rescinded since the information it presents is not a series of policy requirements, but rather, a simple statement that the University must assign a value to the gift in kind (GIK) for insurance and accounting purposes. The actual University requirements for revenues resulting from GIK transactions or non-cash donations are already fully conveyed via current Finance Procedural Statements.	7/1/2011
13	Fiscal	Rescission	University Controller	Gift Revenues - 4008	Rescinded because the information it presents is not a series of policy statements, but rather, a definition of gift revenue and a sequence of steps for processing it. Replacement by a Financial Procedural Statement is more appropriate.	1/1/2011
14	Fiscal	Rescission	University Controller	University-Sponsored Fundraising Events - 4026	This APS is being rescinded because it refers the reader to several obsolete policies for some requirements, and to redundant policies/procedures for others.	7/1/2011
15	Fiscal	Revision	University Controller	Fiscal Roles and Responsibilities - 4014	This APS now includes a statement to reference the University Controller authority to develop fiscal procedures. It further clarifies that subordinates cannot approve any fiscal transactions for their supervisors.	1/1/2011
16	Fiscal	Revision	VP and Chief Financial Officer	Permanent Land Fund - 4005	To remove obsolete language: the University Auxiliary Enterprise Investment Fund (UAEIF) was merged with the Permanent Land Fund (PLF) by resolution, and the activities related to the UAEIF referred to in the existing policy were modified or eliminated.	1/1/2011
17	Fiscal	Revision	VP and Chief Financial Officer	Travel Authorization - 4024	This APS is being revised to provide a more comprehensive policy statement on the type and level of approval needed for official university business travel. It has been expanded to include the approvals, or authorizations, necessary in order to travel on business within the State of Colorado, and outside of Colorado but within the United States.	1/1/2011
18	Human Resources	Addition	Human Resources	Background Checks - 5050	This APS was rescinded in January 2010 because each campus had a background check policy and it was thought the APS was not needed. The HR Directors decided to activate and revise the Background Check APS in response to many comments and confusion. This APS has been simplified to remove definitions of security-sensitive positions and also to remove procedures. The campus policies are required to include this information as it differs on each campus.	1/1/2011
19	Human Resources	Addition	Office of Policy and Efficiency	University Employee Cost Savings Incentive Program - 4057	House Bill 10-1264 requires all state agencies and institutions of higher education to establish and communicate an Employee Cost Savings Incentive Plan to encourage the involvement of state employees in developing innovative ideas that increase productivity and decrease the cost of state government. This APS formally implements an employee cost savings incentive program in compliance with C.R.S. 24-50-901.	1/1/2011

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20	Human Resources	Rescission	Human Resources	Intercampus Implementation of Regents' Policy on Employees with Delinquent Financial Obligations - 5006	This APS had not been reviewed since 1983 and the Regent Policy it referred to no longer exists. Each campus Bursar's office was involved to make sure they did not need this policy to continue their business as usual.	1/1/2011
21	Human Resources	Revision	Human Resources	Acting and Interim Appointments for Officer and Exempt Professional Positions - 5013	This APS review is a clean-up exercise to make sure Regent policies are noted correctly.	1/1/2011
22	Human Resources	Revision	Human Resources	Equal Employment Opportunity and Affirmative Action - 5001	The APS titled Affirmative Action, Title IX and Section 504 Programs was last reviewed in 1989 and many issues have changed in federal law and state law. This APS focuses on equal employment and affirmative action.	1/1/2011
23	Human Resources	Revision	Human Resources	Faculty Retirement Agreements - 5016	This revision incorporates a new retirement incentive program for faculty.	7/1/2011
24	Human Resources	Revision	Human Resources	Letters of Offer for Officers and Exempt Professionals - 5023	This APS review is a clean-up exercise to move procedures into an Appendix and out of the body of the APS.	1/1/2011
25	Human Resources	Revision	Human Resources	Paid Administrative Leave for Officer, Exempt Professionals, and Faculty on Twelve-Month Appointments - 5021	This APS review is a clean-up exercise to incorporate changes from the state and to clarify reporting requirements.	1/1/2011
26	Human Resources	Unrescinded	Academic Affairs	Annual Merit Adjustments for Faculty - 5027	This policy was rescinded because many of its provisions were incorporated into Regent Policy 11. However, the campuses found that one of the sections (II.A.) that was not included in Regent Policy 11 was still needed, so the policy is being unrescinded until a more thorough review can take place with the faculty stakeholder groups (that will participate in the revision) in the fall.	5/1/2011
27	Information Technology	Rescission	Information Technology	IT Resource User Responsibilities - 6004	This policy has been combined into the IT Security Program Policy.	3/1/2011
28	Information Technology	Rescission	Information Technology	IT Security in Personnel Job Descriptions, Responsibilities, and Training - 6003	This policy has been combined into the IT Security Program Policy.	3/1/2011
29	Information Technology	Rescission	Information Technology	IT Security in University Operations, Continuity, and Contracting - 6006	This policy has been combined into the IT Security Program Policy.	3/1/2011
30	Information Technology	Rescission	Information Technology	IT Service Provider Security - 6007	This policy has been combined into the IT Security Program Policy.	3/1/2011
31	Information Technology	Revision	Information Technology	IT Security Program - 6005	This APS streamlines all IT-security related policies under one APS, and improves the consistency, simplification and readability of the policy.	3/1/2011