

**Year End Administrative Policy Statement (APS) Action Report for System
FY 2012-2013**

	Functional Area	Action	Responsible Office	APS Number	APS Title	Reason for Issuance/Revision/Rescission	Action/ Effective Date
1	Academic Affairs	Revision	Academic Affairs	1016	Procedures for Allocating Sponsored Project Funding on More than One Campus	This policy was last reviewed in 2004 and it refers to another policy that was recently rescinded.	7/19/2012
2	Academic Affairs	Revision	Academic Affairs	1024	Approval of Sabbatical Assignments	This policy received minor changes and updates that were necessary after four years.	7/19/2012
3	Academic Affairs	Revision	Academic Affairs	5008	Performance Ratings for Faculty	The proposed changes in this policy have been made to more accurately reflect current practices and bring consistency to the CU System. It also consolidates a section of APS 5027 regarding Annual Merit Adjustments for Faculty.	7/19/2012
4	Academic Affairs	Consolidated	Academic Affairs	5027	Annual Merit Adjustments for Faculty	This policy was consolidated into APS 5008.	7/19/2012
5	Academic Affairs	Revision	Academic Affairs	1017	Distinguished Professorships; Procedures for Implementing Regent Actions on	Policy changes were requested by the 2012 distinguished professor advisory board.	1/17/2013
6	Academic Affairs	Revision	Academic Affairs	1018	Justification for Appointment with Tenure (Outside Hire w/Tenure)	Periodic review. Language was updated for clarification of the policy.	1/17/2013
7	Academic Affairs	Revision	Academic Affairs	1020	Tenure Accountability	This policy was under periodic review and required some clarification and other minor edits.	1/17/2013
8	Academic Affairs	Revision	Academic Affairs	1025	Uniform Grading Policy	This policy was under periodic review and needed to be reformatted to the new policy template.	1/17/2013
9	Academic Affairs	New	Academic Affairs	5053	Multi-Year Contracts for Non-Tenure-Track Faculty Members	New policy to address State Law.	3/14/2013
10	Academic Affairs	Revision	Academic Affairs	1009	Multiple Means of Teaching Evaluation	This policy was under periodic review and required some minor, non-substantive changes.	7/1/2013
11	Academic Affairs	Revision	Academic Affairs	1014	Intellectual Property That is Educational Materials	Policy review was initiated by the Faculty Council Educational Policies & University Standards (EPUS) Committee.	7/1/2013
12	Academic Affairs	Revision	Academic Affairs	1015	Implementing Program Discontinuance	This policy was under periodic review and required some minor, non-substantive changes.	7/1/2013
13	Administrative/General	Revision	Sr. VP & COS	2001	Commencement Exercise Responsibilities (formerly Decentralization of Commencement Exercises)	This policy was due for a periodic review designed to ensure that all aspects of the coordination of commencement exercises are accurate and up-to-date.	1/17/2013
14	Administrative/General	New	University Counsel	2022	Colorado Open Records Act (CORA)	Sets forth University requirements for inspection of public records in accordance with the Colorado Open Records Act.	7/1/2013
15	Administrative/General	New	University Counsel	7008	Student Behaviors of Concern	This policy was created to provide a university wide framework for the establishment of Behavioral Review and Intervention Teams.	7/1/2013
16	Fiscal	Revision	Fiscal	4024	Travel Authorization	The revision simply corrected a long-standing confusion between two defined terms. An incorrect use of italics in the current policy created the possible impression that only "Officers of the University" could approve international travel. In fact, such travel can be approved by any "officer" within the University appropriate for the given organizational unit. Officers - (Includes Officers of the University and Officers of the Administration.) University officials or senior management who fall under external regulations to which the University is subject. Officers of the Administration - As defined in Regent Policy 3-J, Officers of the Administration are those individuals who hold the title or interim/acting title of vice president, chancellor, associate vice president, assistant vice president, vice chancellor, associate vice chancellor, associate university counsel, and deans of the schools, colleges, and libraries. Furthermore, on written request the President may designate other officers of the administration, which will be recorded in the letter of offer and the University's official personnel roster. Officers of the University - As defined in Regent Law 3.A.1, includes the president, secretary, treasurer, and university counsel and secretary. This correction does not change any policy or procedural requirements.	7/19/2012

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17	Fiscal	New	Fiscal	8012	Special Tuition Status	The policy created a program to grant in-state tuition status to dependents of active duty military members if the student completed at least two years of high school in Colorado within five years prior to enrollment at the university, as permitted by HB 12-1350 and approved by the Board of Regents. It also consolidated APS 8007 (In-State Tuition for Students Honorably Discharged from the Military) and APS 8008 (In-State Tuition for Students that Move to Colorado as the Result of an Economic Development Incentive(which also provide special tuition status.	7/19/2012
18	Fiscal	Consolidated	Fiscal	8007	In-State Tuition Status for Students that are Honorably Discharged from the Military	This policy was consolidated into APS 8012	7/19/2012
19	Fiscal	Consolidated	Fiscal	8008	In-State Tuition for Students that Move to Colorado as the Result of an Economic Development Incentive	This policy was consolidated into APS 8012	7/19/2012
20	Fiscal	Consolidated (rollback to procedures)	Fiscal	4023	Honoraria	The current policy purported to "ensure proper compliance with Internal Revenue Service regulations, university personal compensation policies, and generally accepted accounting principles" - but in fact did not specifically address most of these issues, whereas other existing policies and procedures already did. Most of the content of the current APS is procedural in nature and relies on factors (e.g., small-dollar procurement thresholds) that are determined by University Fiscal Procedures/Procurement Rules, unrelated to Administrative Policy Statements. Accordingly, this information is more appropriately conveyed via a Procurement Service Center Procedural Statement as opposed to a Fiscal Administrative Policy Statement.	7/19/2012
21	Fiscal	Revision	Fiscal	1005	Sponsored Project Revenues	This Administrative Policy Statement was part of a suite of policies that addressed revenue processes. The entire suite was heavily procedural in nature, comprising definitions and instructions for processing, and in 2011, several of the component "policy statements" (Gift in Kind Transactions, Gift Revenues, and University-Sponsored Fundraising Events) were rescinded and rolled back (consolidated) into procedural statements. Some of the content of this APS was consolidated into a new Finance Procedural Statement, where currently ambiguous sponsored project guidance (according to a comment by the University's external auditors) was resolved. Remaining content was revised and enhanced to clarify the authority and consequences for determining sponsored projects.	1/17/2013
22	Fiscal	Revision	Fiscal	4011	License and Certification Fees, Memberships, or Dues	Periodic review to insure that the policy was current, with correct references and terminology.	1/17/2013
23	Fiscal	Revision	Fiscal	4013	Officer Disclosure of Interests	A small amount of content was added to the APS from the procedural statement by the same name. The Finance Procedural Statement Officer Disclosure of Interests was then eliminated as redundant with this APS. It corrected errors in the links to individual campus disclosure forms and updated references to policies and procedures.	1/17/2013

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24	Fiscal	Revision	Fiscal	4015	Propriety of Expenses	It restored the "Tests of Propriety" to the APS. These 8 questions are a critical guide for determining the appropriateness of using university funds. They had been part of the original 2003 policy statement but were moved into a separate PSC Procedural Statement Tests of Propriety in 2006. This split was an administrative burden to campus departments as it forced them to search multiple documents in order to determine the appropriateness of an expense. Restoring the questions to the APS made the policy statement more comprehensive and streamlined department search. The procedural statement was eliminated as redundant. It added to the APS a small amount of content from the PSC Procedural Statement Expenses Approval Process. Most of the procedural statement duplicated content in the APS and in the Tests of Propriety. The procedural statement was then eliminated as completely redundant. It removed outdated references to parent policies/suites of policies - an approach that is no longer in place. It updated (a) terminology that is no longer relevant and (b) references/links to documents that have changed.	1/17/2013
25	Fiscal	Rescission	Fiscal	4007	Revenue Definition and Recognition	This policy was rolled into FPS titled Revenue Definition and Recognition.	1/17/2013
26	Fiscal	Rescission	Fiscal	4020	Auxiliary and Self-Funded Revenues	This policy was rolled into FPS titled Revenue Definition and Recognition.	1/17/2013
27	Fiscal	Revision	Fiscal	4018	Alcoholic Beverages Purchased for University Events	The primary change to this APS was the identification of the newly created Fund 36 as allowed to purchase alcoholic beverages for the new University activity of donor cultivation, solicitation, and stewardship. This addition was required to ensure a seamless transition of CU Foundation development staff to the University on July 1, 2013. An additional minor revision was an adjustment in alcohol approval routing for fundraising events other than donor cultivation, solicitation, and stewardship.	7/1/2013
28	Fiscal	Revision	Fiscal	8012	Special Tuition Status	This policy has been developed to consolidate the circumstances under which special tuition status may be offered to students who do not otherwise fulfill the domicile requirements for in-state tuition at the University of Colorado.	7/1/2013
	Human Resources	Revision	Human Resources	5014	Sexual Harassment	This policy was under periodic review to insure that the policy was current.	7/19/2012
	Human Resources	Revision	Human Resources	5024	Tuition Assistance Benefit	This revision expanded the benefit for eligible dependents to take graduate courses on the campus where their parent or spouse is employed. The employee will be taxed on the value of the graduate courses.	1/17/2013
29	Human Resources	Rescission	Human Resources	5018	Payroll-Mandatory Direct Deposit	This APS was rescinded as the policy points to State Fiscal Rules and this topic was addressed in the Payroll Procedure Statements.	1/17/2013
30	Human Resources	Revision	Human Resources	5003	Nepotism in Employment	This policy removed the reporting requirement of any immediate family members who are working in the same unit or are paid from the same account. This revision addressed immediate family members in supervisory relationships only.	7/1/2013
31	Human Resources	Revision	Human Resources	5024	Tuition Assistance Benefit	This revision expanded the benefit for eligible dependents to take graduate courses on the campus where their parent or spouse is employed. The employee is taxed on the value of the graduate courses.	7/1/2013

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32	Information Management	New	Information Management	6010	Data Governance	*Eliminated ambiguity by providing a governance framework clearly defining who is accountable and responsible for ensuring that information is treated as a material asset and managed to ensure value, compliance with regulatory requirements, and protect appropriately. *Reduced exposure by establishing consistent risk management processes around the use of information. *Encouraged consistency by identifying resources functional units can rely upon to determine how to manage data. *Helped in mapping appropriate security and administrative controls around specific data elements to enhance security and availability of data.	1/17/2013
33	Students	Revision	Academic Affairs	8002	Inter-campus Concurrent Enrollment	This policy was under periodic review and cleanup.	1/17/2013

SYSTEM APS SCORECARD (As of July 1, 2013)		
APs	Pages of Policies	Timeline
210	650	November 2008 (Beginning of the Task Force on Efficiency)
↓	↓	
138	405	March 2009 (President Approves TFE Recommendations)
↓	↓	
106	325	July 2009 (President/TEAM Approves 07/01/09 Policy Rollout)
↓	↓	
101	303	President/TEAM Approvals in FY 2010
↓	↓	
92	278	President/TEAM Approvals in FY 2011
↓	↓	
90	272	President/TEAM Approvals in FY 2012
↓	↓	
88	269	President/TEAM Approvals in FY 2013