

APS Resources and Tools ^[1]

- **University Policy Framework and Hierarchy**
- **APS Writers Toolbox**
- **Policy FAQs**
- **Rescinded APSs**

[Policy Hierarchy PDF](#) ^[2]

ADMINISTRATIVE POLICY STATEMENT WRITERS TOOLBOX

The policy writer toolbox provides information on the CU administrative policy process, useful resources and forms, and templates for creating, revising or eliminating policies, including:

- Process flowchart
- Guide to writing policies
- Style guide
- Forms and templates

Administrative Policy Process

The [APS Process Flowchart](#) ^[3] outlines the key stakeholders, phases and responsible parties involved with the Administrative Policy Statements (APSs) process for initiation, development, approval, implementation and maintenance of the APSs issued by the Office of the President. The Office of Policy and Efficiency (OPE) is responsible for the administrative policy process. Key templates used in the process include:

- [APS Justification Template](#) ^[4]
- [Policy Template](#) ^[5]

Guide to Writing an Administrative Policy

Before developing a new administrative policy, read the [User Guide to Writing Policies](#) ^[6], which will help you plan your policy and fill out the template. Quick links to reference materials:

- [APS Style Guide](#) ^[7]
- [APS Template Formatting Guide](#) ^[8]

Planning the Policy Actions

Once the new administrative policy or revision is ready for development, download and complete the [Justification Template](#) ^[9]. Use the [Policy Template](#) ^[10] for new administrative policies or download the latest versions of existing administrative policies in Word format for

editing. Links and forms for the initial policy development process:

- [APS Justification Template](#) [4]
- [Policy Template](#) [5]
- [Current Word Versions \(Contact OPE \[11\] to get current word versions of any APS for revisions.\)](#)
- [APS Functional Areas and Definitions](#) [12]
- [CU Policy Hierarchy](#) [1]
- [APS Glossary of Terms](#) [13]

Policy Rollout

Once the policy is approved, it will be finalized and posted online. In addition, OPE will communicate the changes to the university community via the CU Connections and the OPE Policy Blog.

Maintaining the Policy

OPE will update each functional area during the policy kickoff meetings regarding the policies in your area that are due or getting close to due for review.

Frequently Asked Questions Regarding Policies

1. What are the definitions of a Regent Law, Regent Policy, Administrative Policy Statements, policies and procedures?

- The Laws of the Regents are the highest source of authority within the University of Colorado, establish how the University of Colorado is organized and governed, and are binding upon the Regents of the University of Colorado and the university community.
- Regent policies are enacted by the Regents of the University of Colorado to operationalize the Laws of the Regents, direct the operation of functions for which the Board of Regents retains ultimate responsibility, and delegate authority to officers of the university and the administration.
- Universitywide administrative policy statements (APS) are enacted by the president of the university in accordance with defined processes to provide operational requirements to the entire university community and delegate authority to officers of the university and the administration.
- Universitywide procedure statements include detailed information on rules and how to complete specific tasks within functional areas including, but not limited to, finance, procurement, human resources, risk management and university relations.

2. What are universitywide administrative policies?

Universitywide administrative policy statements (APS) are enacted by the president of the university in accordance with defined processes to provide operational requirements to the entire university community and delegate authority to officers of the university and the

administration (commonly known as Administrative Policy Statements or APSs).

3. How do I find a policy?

University policies may be found at www.cu.edu/ope [14]. Quicklinks are provided on the home page to:

1. Search Policies,
2. View list of APSs by A-Z,
3. View list of APSs by functional area (e.g., financial, human resources).

There is also a link to [Policy Related Resources](#) [15] in the menu under "Policy Search" that has links to major university-related policy sources (i.e., regent laws and policies, APSs, campus and system administration policies, governance, CU service center procedures, handbooks, and external policy links).

For assistance, contact the Office of Policy and Efficiency at 303-860-5711 or ope@cu.edu [16].

4. What is the Standard University Policy format?

The standard university policy format is a format developed by the Office of Policy and Efficiency that defines the various optional and mandatory parts of a policy. All administrative policy statements (APSs) will be written using this format. You can view the template by clicking [HERE](#) [5].

5. How do I know if a policy was recently updated?

The Office of Policy and Efficiency website www.cu.edu/ope [14] provides a list of:

- Policies under review
- Latest APS changes
- OPE Policy Blog (latest policy news)

For assistance, contact the Office of Policy and Efficiency at 303-860-5711 or ope@cu.edu [16].

6. What is the role of the Office of Policy and Efficiency?

The Office of Policy and Efficiency oversees the president's universitywide administrative policymaking process; facilitates the development, review, approval and maintenance of universitywide administrative policy statements (APSs); and acts as the official repository and point-of-contact regarding APSs. OPE also supports the formal review of regent laws and policies.

7. Who do I contact with policy questions?

Each APS will list a responsible office and policy contact. For general policy questions,

contact the Office of Policy and Efficiency at:

ope@cu.edu ^[16]

303-860-5711

8. If I think a policy is incorrect, out-of-date or obsolete, who should I contact?

Office of Policy and Efficiency

ope@cu.edu ^[16]

303-860-5711

9. How will I know if a policy changes?

The Office of Policy and Efficiency website cu.edu/ope ^[17] provides:

- Policies under review
- Latest policy changes

OPE also issues news briefs and updates to the university community via:

- CU Connections
- OPE Policy Blog

For assistance, contact the Office of Policy and Efficiency at 303-860-5711 or email

ope@cu.edu ^[16].

10. Do I follow the campus or system policies?

If applicable, follow both. Campus policies should adhere to system policies but may add campus-specific requirements to the broader system policy. A universitywide policy framework and hierarchy is provided in Article 1.C of the Laws of the Regents - [click here](#) ^[18].

For questions or information related to rescinded policies, please contact the Office of Policy and Efficiency at OPE@cu.edu ^[19].

Title
Accounting for and Deposit of Funds for Non-Government Gifts, Grants and Contracts
Administrative Program Review
Administrative Service Recharge
Adopting Standards and Best Practices for the Acquisition and Deployment of Technology and Ancillary
Annual Merit Adjustments for Faculty

Title

APS Dictionary

Association Dues

Automobile Allowances for University Employees

Auxiliary and Self-Funded Revenues

Background Checks for Security-Sensitive Positions and for Officers and All Individuals Hired in Tenure

Benefits Advisory Board to the President

Cash Control

Classified Research Policy Statement as Adopted by the BOR and Administrative Guidelines for Implemen

Compensation Principles and Processes for Officers and Exempt Professionals

Complimentary Tickets and Related Expenses

Control over Transfer of funds to University Departments from the CU Foundation

Controller Function Decentralization

Copying Computer Software

Decentralization of Continuing Education Activities

Delegation of Authority to Chancellors to Adopt or Approve Campus By-Laws, Rules, Regulations & Gu

Delegation of Authority to Chancellors to Execute Certain Contracts

Delegation of Personnel Authority for Employees Exempt from the State Personnel System

Designation of retention rights for Classified Staff

Direct Spending from a Foundation on Behalf of the University

Distribution of Treasury Pooled Investment Earnings

Eligibility of Retired Officers & Other Exempt Personnel for University Health & Life & Insurance Progra

Employee Cost Saving Incentive Program

Establishment of University Graphics Standards Board

Expense Allowances and Business Expense Reimbursement

Facilities Space Inventory

Faculty Access to Services & Resources of All Libraries within the CU System

Faculty Recruitment and Hiring

Faculty Retirement Planning

Family Medical Leave for Faculty and Unclassified Staff

Title

Financing Property Acquisitions

Format for Proposed Real Estate Transactions Concerning Property Acquisitions Submitted to Board of Regents

Format for Real Estate Transactions Concerning Property Disposition Submitted to Board of Regents

Funding Inter-Campus and Off-Campus Educational Telecommunications

Gift in Kind Transactions

Gift Revenues

Gift, Grant and Endowment Income Distribution Policies

Guidelines for the Separation of Multi-campus Schools and Colleges

Guidelines for Use of Outside Consultant when Payment is Made from Funds at the University of Colorado

Guidelines for Use of Outside Consultants when Payment is Made from Funds at the University of Colorado

Guidelines on Retirement - Classified Staff

Honoraria

Implementation of Regent Actions Pertaining to Terms of Appointment & Review & Evaluation of Administrators

Implementation of Regent Policies on Tenure

Implementation of Risk Management Procedures for Use of University- and State- owned Vehicles

Indirect Cost Recoveries

In-State Tuition Status for Students that are Honorably Discharged from the Military

In-State Tuition Status for Students that Move to Colorado as the Result of an Economic Development

Intercampus Implementation of Regents' Policy on Employees with Delinquent Financial Obligations

Interfund and Intrafund Borrowing

IT Resource User Responsibilities

IT Security in Personnel Job Descriptions, Responsibilities and Training

IT Security in University Operations, Continuity and Contracting

IT Service Provider Security

Justification for Appointment with Tenure (Outside Hire with Tenure)

Leave for Faculty Serving in Elected Office

Leave Sharing for Officers, Exempt Professionals & Faculty on Twelve-month Appointments

Leave Sharing for Permanent State Classified Staff

Leave Sharing for University Staff, Faculty on Twelve-month Appointments and Classified Staff

Title

Maintaining Security for Cash and Other Portable Property within the University

Mentoring for Tenure-Track and Tenure-Eligible Faculty

Military Leave Policy for All Exempt Employees including Faculty

Moving Expense Reimbursement

Paid Administrative Leave for University Staff and Faculty on Twelve-Month Appointments

Parental Leave Benefits for Faculty and Staff

Payroll - Mandatory Direct Deposit

Personnel Actions Submitted to the Board of Regents

Phased Retirement Programs for Faculty

Political Expenses

Political Participation by Members of the University Community

Post Tenure Review

Presidential Review of Faculty Personnel Decisions

Procedure for Intercampus Notification of Program Initiatives or Changes

Procedures for COBRA Administration

Procedures for IRCA Administration

Procedures for Making Acting Appointments to Administrative Positions

Procedures for New Degree Program Proposals

Procedures for Offering Instructional Programs Outside the State of Colorado

Procedures for Written Standards & Criteria for Pre-Tenure Faculty

Procedures to Ensure Integrity of Appointment and Salary Approvals for Administrative Officers and U

Professional Plan for Faculty; The

Program Discontinuance When No Tenured or Tenure-Track Faculty Face Dismissal

Proposals for Decentralizing Graduate Programs

Providing Employment Assistance to Members of Dual Career Couples

Provision of Auxiliary Aids to Handicapped Students

Regents Scholarship Program

Reimbursement for Work Done on Behalf of a University of Colorado Supporting Foundation

Reimbursement of University Cost Associated with Responding to Public Inquiries

Title

Requirement for Prior Approval of Professional Services Contracts

Restricted, Proprietary and Classified Research

Revenue Definition and Recognition

Review of New Degree Programs at Other State Institutions

Roles and Responsibilities of Department Chairs

Roll forward of Appropriations – Year End

Search Policies and Procedures for Select Officers

Selecting Architects & Engineers for Planning, Design & Construction Projects, Procedures for

Self-Insurance Fund - Loss Payout Guidelines

Silver and Gold Record

Social Security Card Verification

Student Orientation Programs

Student Rights to Privacy of Education Records

Tax Identification Numbers, IRS Form W-9

Tax Treatment of Complimentary Tickets and Related Expenses to Employees and Non-Employees

Tenure Policies for Librarians, Implementation of

The Anti-Drug Abuse Act of 1988

The Drug-Free Schools and Communities Act

The Use of the "Administrative Hardship Clause" under the State Fiscal Rules

Treatment of Personnel Files for Purposes of Colorado Open Records Act

University Policies on PERA "Buy-Back" Option

University Policies on TIAA/CREF Long-Term Disability Insurance Eligibility

University-Sponsored Fundraising Events

University-wide Faculty Personnel Review Procedures

Updating of Financial Management Systems Users' Reference Manual

Use of University-Owned Automobiles

Vacation Policies for Unclassified Personnel

Verification of Vacation & Sick Leave Accrual for University Personnel

Groups audience:

Office of Policy and Efficiency (OPE)

Source URL:<https://www.cu.edu/ope/policy-resources-and-tools>

Links

[1] <https://www.cu.edu/ope/policy-resources-and-tools> [2] <https://www.cu.edu/doc/policyhierarchy.pdf>
[3] <https://www.cu.edu/sites/default/files/process-flowchart-spec.pdf> [4]
<https://www.cu.edu/doc/justification-template.docx> [5] <https://www.cu.edu/doc/policytemplate.doc>
[6] <https://www.cu.edu/sites/default/files/APSwritingguide.pdf> [7] <https://www.colorado.edu/brand/how-use/text-tone/editorial-style-guide> [8] <https://www.cu.edu/ope/formatting-standards-administrative-policy-statements> [9] <https://www.cu.edu/sites/default/files/justification-template.docx>
[10] <https://www.cu.edu/sites/default/files/policytemplate.doc> [11] <https://www.cu.edu/ope/forms/office-policy-and-efficiency-feedback-form> [12] <https://www.cu.edu/ope/aps/functional-area>
[13] <https://www.cu.edu/ope/aps/glossary> [14] <https://www.cu.edu/ope> [15]
<https://www.cu.edu/ope/policy/other-related-policy-resources> [16] <mailto:ope@cu.edu>
[17] <https://www.cu.edu/node/388> [18] <https://www.cu.edu/regents/law/1> [19] <mailto:OPE@cu.edu>