


<p>CAMPUS POLICY</p>  <p>UNIVERSITY OF COLORADO at COLORADO SPRINGS</p>	POLICY NUMBER: 100-001	PAGE NUMBER: 1 of 10
	CHAPTER: 100 Administration/Organization	
	SUBJECT: Campus Policy Process	
	EFFECTIVE DATE: April 19, 2004	
OPR: VCAF	SUPERSESSION: February 20, 1995	
VC: Administration and Finance	Approved by Pamela Shockley-Zalabak, Chancellor, on April 19, 2004	

I. POLICY

It is the policy of the University of Colorado at Colorado Springs to maintain relevant campus specific campus policies for the effective operation of the institution.

II. AUTHORITY FOR CAMPUS POLICIES

Authority for the creation of campus administrative policies is found in *The Laws of the Regents*, 1990, Article 3 Section B.8, which states:

The chancellor of the University of Colorado at Colorado Springs shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of the Colorado Springs campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these *Laws*, the Board, and as may be delegated by the president.

III. PURPOSE

This policy provides guidance in the development of other campus policies for the effective administration of the University of Colorado at Colorado Springs.

This policy sets forth the authority and establishes the methodology for the creation of campus specific policies that pertain to the operation of the entire campus community.

It establishes the responsibilities and process to be used for the creation of campus policies that themselves establish responsibilities, objectives, and processes to be utilized in campus operations.

IV. DEFINITIONS

Academic Affairs (VCAA): One of three divisions within the University of Colorado at Colorado Springs. The Vice Chancellor for Academic Affairs has overall responsibility for the Beth-El College of Nursing, the College of Business, the College of Education, the College of Engineering and Applied Science, the Kraemer Family Library, the College of Letters, Arts, and Sciences, the Graduate School, the Graduate School of Public Affairs and the Office of Research.

Administration and Finance (VCAF): One of three divisions within the University of Colorado at Colorado Springs. The Vice Chancellor for Administration and Finance has

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overall responsibility for Benefits, the Bookstore, Budget and Planning, Facilities Services, Financial Services, Mailing Services, the Personnel Office, Print and Copy Services, Public Safety, Parking Services and the Property, Space and Lease Office.

Administrative Policy Statement: A written University-wide policy, issued from one of the University of Colorado Vice President's Offices that provides specific or general directives that must be adhered to for the effective operation of the University of Colorado system.

Campus Policy: A document used to provide specific or general statements for the effective operation of the University of Colorado at Colorado Springs (UCCS) campus.

Campus Policy Review Process: A process used to assure annual review, update of effective dates, documentation, and distribution of the campus policies.

Chancellor: The chief executive officer of the University of Colorado at Colorado Springs. Divisions reporting to the chancellor are Academic Affairs, Administration and Finance, and Student Success. Departments reporting directly to the chancellor are varied and may include Community and University Relations and Events, Information Technology, and Intercollegiate Athletics.

College: Reporting to the Vice Chancellor for Academic Affairs, the colleges of the University of Colorado at Colorado Springs are responsible for establishing the academic standards for all course offerings.

Department: A distinctive section of University of Colorado at Colorado Springs management, as designated by the Board of Regents. Departments will generally be in Academic Affairs, Administration and Finance or Student Success.

Dean: The administrative officer of an academic college, or the Dean of Students.

Director: The administrative head of a non-academic department.

Executive Team: A decision making executive group that reports to the Chancellor and appointed by the Chancellor.

Graduate School: The Graduate School has oversight and coordination responsibilities for all graduate programs on campus.

Office of Primary Responsibility (OPR): Designated divisions, departments or colleges that are assigned the task of developing, writing, reviewing, formatting, and revising campus policies.

Student Success (VCSS): One of three divisions within the University of Colorado at Colorado Springs. The Vice Chancellor for Student Success has overall responsibility for Admissions and Records, the Office of the Dean of Students, the Chancellor's Leadership Class, Disability Services, the Excel Centers, the Family Development Center, Financial Aid/Student Employment, Recruitment and Admissions Counseling, Residence Life and Housing, the Student Health Center, the Student Success Center, the University Center, and the University Counseling Center.

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Vice Chancellor: The executive officer for a division within the University of Colorado at Colorado Springs. The three divisions are Academic Affairs, Administration and Finance, and Student Success.

V. PROCEDURES

A. General

1. Campus policy shall be consistent with relevant Board of Regent Laws and policies, University-wide Administrative Policy Statements, and applicable laws and regulations.
2. All campus policy must be signed by the chancellor to become effective. If the chancellor's position is vacant, the interim or acting chancellor must sign the policy statement to become effective.
3. Campus policies will continue to remain in effect until subsequently amended or rescinded by the chancellor.
4. All campus policies must have an effective date before implementation.
5. Each campus policy shall be reviewed and updated at least annually or as required by change in organization or policy.
6. Policy documents currently in effect shall be available on the university's website under the Office of the VCAF, in numeric order. An index for quick reference shall be available on the same website. The original signed policy shall be retained in the official policy files located in the office of the VCAF.
7. Historical documents of superceded or rescinded campus policies will be maintained by staff of the office of the VCAF.
8. The only official copies of campus policies will be those with the chancellor's signature.

B. Campus Policy Development and Review Process

1. The following may require a change in existing policy or the development of a new policy document:
 - a. Changes in federal statutes, Colorado statutes, or a court decision affecting the University.
 - b. Changes in Board of Regent Laws and policies, or University Administrative Policy Statements.
 - c. The chancellor may establish that a change in available resources, personnel, or facilities may necessitate a restructuring or reformulation of existing policy.

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- d. Vice chancellors or OPRs may request a revision of an existing policy or the formulation of a new policy.
 - e. A dean or director may initiate the formulation of a new or revised policy.
 - f. A request approved by the Student Government Association for a new policy or revision to an existing policy may be submitted through the Office of the Dean of Students.
 - g. Annual review of campus policies.
2. Each campus policy shall be assigned to an OPR for applicability to the provisions in Section V.B. of this policy.
 3. New or updated policies are to be submitted first to the vice chancellor having responsibility for the OPR. If the OPR directly reports to the chancellor, then the policy proposal is to be first submitted to the VCAF. After review and acceptance by the respective vice chancellor, the proposed policy is to be forwarded to the Office of the VCAF, which is solely responsible for the distribution of proposed policies for review. All policies must be submitted in electronic format using the official format found on the campus policies website.
 4. All campus policies will be reviewed and commented upon by the following campus units before being forwarded to the chancellor:
 - a. Chancellor's Executive Team
Council of Deans
Faculty Assembly
Staff Council
Professional Exempt Staff Association (PESA)
Student Government
 - b. This review and comment period is not a process of approval. This process is to provide a forum for comment and advice to the chancellor and vice chancellors before implementation of the policy.
 - c. The campus units referenced in Section V.B.4. shall have no more than thirty (30) days to review and comment on the proposed policy or proposed policy changes.
 - d. If no response is given by the units referenced in Section V.B.4.a. it shall be assumed that the policy has been reviewed and is acceptable as drafted.
 - e. Comments from the units referenced in Section V.B.4.a. shall be sent to the OPR for review and possible resubmission.

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- f. Any questions regarding the contents of the policy submission should be directed to the Office of the VCAF. Staff in the Office of the VCAF will direct the questions to the OPR for resolution.
- g. University legal counsel shall review and sign off on all campus policies for legal sufficiency prior to final approval by the chancellor.

C. Final Process

1. Upon receipt of a newly developed or revised campus policy that has been reviewed by the units listed in Section V.B.4.a. of this policy, the Office of the VCAF will submit the policy to the chancellor for signature.
2. Any policy not approved by the chancellor will be returned to the Office of the VCAF, which will schedule a meeting with the appropriate OPR to make the recommended changes. Once the changes have been made, the policy will be sent back to the chancellor for signature.
3. Upon receipt of a final, signed policy from the chancellor, the office of the VCAF shall distribute a copy to the OPR and shall have the policy posted on the official website. The office of the VCAF will send an e-mail to all deans, directors, and unit representatives listed in V.B.4.a. advising them of the acceptance of the policy.
4. If mandatory training is required for a newly developed campus policy, the campus policy may be finalized before training begins. However, final implementation of the campus policy will not be effective until training is completed for affected staff as determined by the campus Executive Team.

D. Rescission of Campus Policy

1. The *Laws of the Regents* provides general authority to the chancellors to operate their respective campus. Pursuant to this authority campus policies may be rescinded by the chancellor at any time. This authority to rescind campus policies is not intended to change any delegations of authority to faculty as set forth in the *Laws of the Regents*, regent policies or system Administrative Policy Statements.
2. Campus policies recommended for rescission or modification shall be submitted to the VCAF in the same manner as the review process for new or revised campus policies. However, the intent will be to determine whether the rescission or modifications of the policy will have a negative impact on any facility/office.
3. Signatures must be obtained for rescission of a campus policy from the office of primary responsibility (OPR), the appropriate vice chancellor, and University legal counsel.
4. When all signatures have been obtained approving the rescission, the document will be forwarded to the chancellor with signatures attached.

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5. If the chancellor approves the rescission, the Office of the VCAF will notify the deans, directors, and unit representatives listed in V.B.4.a. via e-mail that the campus policy has been rescinded.

E. Campus Policy Implementation

1. All offices are expected to comply with all campus policies that are in effect. The chancellor, or designee, through the appropriate vice chancellor, must approve any variance to policies. A variance shall be in effect until there is a policy change in the respective campus policy that affects the variance request.

F. College/Department/Operational Memorandums

1. College/Department/Operational Memorandums will not supersede or conflict with a campus policy.
2. Department directors, chairs and other administrative heads shall monitor operations for compliance with campus policies.

G. Assigning Numbers to Campus Policies

1. The Office of the VCAF shall determine the number assignment for any new campus policy.
2. Campus policies shall be given a chapter number followed by a sequential three-digit number, beginning with 001.
3. Chapter designations and numbers are as follows:

Administration/Organization	100	Student Services	600
Academic	200	Information Technology	700
Human Resources	300	Community/Media Relations	800
Facilities	400	Office of Research	900
Fiscal	500	Intercollegiate Athletics	1000

H. Executive Directives

1. The chancellor may issue an executive directive when there is an immediate need for policy change. A campus policy may be issued under a cover letter from the chancellor, through the Office of the VCAF.
2. An executive directive is promulgated to provide specific procedures or information not delineated in a current campus policy.
3. An executive directive may include the implementation of a new campus policy or an existing campus policy with significant changes.

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4. An executive directive shall be valid until it is incorporated into the affected campus policy, or until otherwise rescinded by the chancellor. If the executive directive is issued as a new campus policy, the campus policy shall be valid until the next review period. An executive directive should be disposed of once it has expired.
 5. An executive directive shall be distributed in the same manner as a campus policy.
- I. All campus policies shall be available on the UCCS website at <http://web.uccs.edu/vcaf/>. Individuals requesting a copy of a campus policy shall be directed to this address.
- J. Format. All campus policies shall have a heading which includes the identification of the type of document, office of primary responsibility, regulation number, pages, chapter, subject, effective date, supersession date, and signature authority. All policy documents will be broken down into eight segments as follows:
1. Policy: This section shall define the campus' position and expectations on a given issue addressed in the document.
 2. Authority: This section shall list by title, legal, or administrative references used as justification for the document. References may include the policies, *Laws of the Regents*, Colorado Revised Statutes, State Personnel Board Rules, Colorado Constitution, Colorado Commission on Higher Education policies, specific court decisions, executive orders, and state or federal regulations pertaining to the subject matter of the document.
 3. Purpose: This section shall address how a particular document will implement or regulate a policy by stating what the document intends to accomplish.
 4. Definitions: This section lists specific terms, and their standard definition, used in the procedures section of the document. For consistency throughout all policy documents, standardized definitions shall be used by OPRs. The following guidelines shall be used in reference to definitions:
 - a. Defined terms shall be listed in alphabetical order.
 - b. There shall only be one defined term.
 5. Procedures: The main body of the document shall contain the sequences of activities necessary for policy implementation. These shall include guidelines that provide specific, yet concise direction on how to implement the policy.
 6. Responsibility: This section shall specifically denote position's responsible for implementing the provisions of the document.
 7. History: This section shall list the effective dates of historical campus policies maintained by the Office of the VCAF. It is intended to document the history of the policy over the last ten years.
 8. Attachments: This section shall detail any necessary attachments to the document. This may include specific university forms numbered appropriately to

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the document or attachments that are provided for informational purposes only, e.g. charts, diagrams, letters, etc.

I. RESPONSIBILITY

- A. The chancellor or designee is responsible for ensuring that all campus policies are current, compliant with all statutory requirements, case law, and consistent with other applicable standards, including the *Laws of the Regents*, and the University of Colorado Administrative Policy Statements.
- B. Each vice chancellor, dean, director, department chair, and administrative head shall be responsible to:
 - 1. Review and update the campus policies annually.
 - 2. Ensure his/her staff and colleagues are made aware of all applicable University and campus policies.
 - 3. Offices of primary responsibility (OPR) shall be responsible for annual review and updating assigned policies and to ensure that all facility/office comments are processed and reviewed.
- C. University legal counsel is responsible for review of all campus policies.
- D. The Office of the VCAF is responsible to:
 - 1. Review and update the campus policies annually.
 - 2. Provide appropriate assistance to OPRs, as requested.
- E. The vice chancellors, deans, directors, department chairs, and relevant others shall be responsible for ensuring appropriate technical and managerial expertise and assistance in the development and review of campus policies.
- F. The Office of the VCAF is responsible for the updating of policies on the UCCS website.

VII. HISTORY

February 20, 1995


VIII. ATTACHMENTS:

- A. Electronic link to policy format (<http://www.uccs.edu/vcaf/docs/100-001Attachment.doc>)
- B. Abbreviations of Office of Primary Responsibility (OPR):
 - ATHL Intercollegiate Athletics
 - CHAN Chancellor's Office
 - DOS Office of the Dean of Students
 - DPS Department of Public Safety

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FAC	Office of Facilities Services
FIN	Office of Financial Services
IT	Office of Information Technology
OHR	Office of Human Resources
OR	Office of Research
UR	Office of University Relations
VCAA	Vice Chancellor for Academic Affairs
VCAF	Vice Chancellor for Administration and Finance
VCSS	Vice Chancellor for Students Success

TEMPLATE

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	CHAPTER:	
	SUBJECT:	
	EFFECTIVE DATE:	
	SUPERSESSION:	
OPR:	APPROVED: <i>Chancellor</i>	
VC:		

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