



## UCCS CAMPUS POLICY

**Policy Title:** Campus Policy Process

**Policy Number:** 100-001

**Policy Functional Area:** Administration/Organization

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Effective: January 14, 2013

Approved by: Pam Shockley-Zalabak, Chancellor

Responsible Vice Chancellor: Administration and Finance

Office of Primary Responsibility: VC Administration and Finance (VCAF)

Policy Primary Contact: Sr. Program Manager, Office of the VCAF, 719-255-7203

Supersedes: February 20, 1995; April 19, 2004

Last Reviewed/Updated: December 1, 2012

Applies to: Example: Administrators, Faculty, Staff, All Employees, Students, etc.

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

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### I. INTRODUCTION

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

### II. POLICY STATEMENT

A. Authority for the creation of campus administrative policies is found in *The Laws of the Regents, 2007*, Article 3 Section B.5(A) which states:

The chancellor of the each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective 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*, or regent policy, or as may be delegated by the president.

B. Purpose

1. This policy provides guidance in the development of other campus policies for the effective administration of the University of Colorado Colorado Springs.
2. 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.

3. 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.

## C. Procedures

### 1. General

- a. Campus policy shall be consistent with relevant Board of Regent Laws and Policies, University-wide Administrative Policy Statements, and applicable laws and regulations.
- b. 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.
- c. Campus policies will continue to remain in effect until subsequently amended or rescinded by the chancellor.
- d. All campus policies must have an effective date before implementation.
- e. Each campus policy shall be reviewed and updated at least every two years or as required by change in organization or policy.
- f. 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.
- g. Historical documents of superseded or rescinded campus policies will be maintained by staff of the office of the VCAF.
- h. The only official copies of campus policies will be those with the chancellor's signature.

### 2. Campus Policy Development and Review Process

- a. The following may require a change in existing policy or the development of a new policy document:
  - i. Changes in federal statutes, Colorado statutes, or a court decision affecting the University.
  - ii. Changes in Board of Regent Laws and Policies, or University Administrative Policy Statements.
  - iii. The chancellor may establish that a change in available resources, personnel, or facilities may necessitate a restructuring or reformulation of existing policy.
  - iv. Vice chancellors or OPRs may request a revision of an existing policy or the formulation of a new policy.
  - v. A dean or director may initiate the formulation of a new or revised policy.
  - vi. 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 VCSSEM.

- vii. Review of campus policies every two years.
- b. Each campus policy shall be assigned to an OPR for applicability to the provisions in Section V.B. of this policy.
  - c. 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.
  - d. All campus policies will be reviewed and commented upon by the following campus units before being forwarded to the chancellor:
    - i. Chancellor's Leadership Team  
Council of Deans  
Faculty Assembly  
Staff Council  
Professional Exempt Staff Association (PESA)  
Student Government
    - ii. 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.
    - iii. 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.
    - iv. 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.
    - v. Comments from the units referenced in Section V.B.4.a. shall be sent to the OPR for review and possible resubmission.
    - vi. 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.
    - vii. University legal counsel shall review and sign off on all campus policies for legal sufficiency prior to final approval by the chancellor.
3. Final Process
- a. 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.
  - b. 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.

- c. 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, and unit representatives listed in V.B.4.a. advising them of the adoption of the policy.
- d. 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 Chancellor's Leadership Team.

#### 4. Rescission of Campus Policy

- a. 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.
- b. 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.
- c. 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.
- d. When all signatures have been obtained approving the rescission, the document will be forwarded to the chancellor with signatures attached.
- e. 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.

#### 5. Campus Policy Implementation

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.

#### 6. College/Department/Operational Memorandums

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

#### 7. Assigning Numbers to Campus Policies

- a. The Office of the VCAF shall determine the number assignment for any new campus policy.
- b. Campus policies shall be given a chapter number followed by a sequential three-digit number, beginning with 001.

- c. Chapter designations and numbers are as follows:

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

8. Executive Directives

- a. 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.
  - b. An executive directive is promulgated to provide specific procedures or information not delineated in a current campus policy.
  - c. An executive directive may include the implementation of a new campus policy or an existing campus policy with significant changes.
  - d. 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.
  - e. An executive directive shall be distributed in the same manner as a campus policy.
9. All campus policies shall be available on the UCCS website at <http://www.uccs.edu/vcaf/> Individuals requesting a copy of a campus policy shall be directed to this address.
10. 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:
- a. Policy: This section shall define the campus' position and expectations on a given issue addressed in the document.
  - b. 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.
  - c. Purpose: This section shall address how a particular document will implement or regulate a policy by stating what the document intends to accomplish.
  - d. 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:
    - i. Defined terms shall be listed in alphabetical order.

- ii. There shall only be one definition per term.
- e. Procedures: The main body of the document shall contain the sequences of activities necessary for policy implementation. These shall include statements that provide specific, yet concise direction on how to implement the policy.
- f. Responsibility: This section shall specifically denote positions responsible for implementing the provisions of the document. 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.
- g. Attachments: This section shall detail any necessary attachments to the document. This may include specific university forms numbered appropriately to the document or attachments that are provided for informational purposes only, e.g. charts, diagrams, letters, etc.

### III. KEY WORDS

- A. Academic Affairs (VCAA)
- B. Administration and Finance (VCAF)
- C. Administrative Policy Statement
- D. Campus Policy
- E. Campus Policy Review Process
- F. Chancellor
- G. College
- H. Department
- I. Dean
- J. Director
- K. Graduate School
- L. Leadership Team
- M. Office of Primary Responsibility (OPR)
- N. Student Success & Enrollment Management (VCSSEM)
- O. University Advancement (VCUA)
- P. Vice Chancellor

### IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures (link the departments published procedures)
- C. Forms
  - 1. Electronic link to [policy format](#)
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)

#### 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
FAC	Office of Facilities Services
FIN	Office of Financial Services
IT	Office of Information Technology
OHR	Office of Human Resources
OR	Office of Research and Innovation
VCAA	Vice Chancellor for Academic Affairs
VCAF	Vice Chancellor for Administration & Finance
VCSS	Vice Chancellor for Students Success & Enrollment Management
VCUA	Vice Chancellor for University Advancement

F. Frequently Asked Questions (FAQs)

## V. HISTORY

Initial policy approved	February 20, 1995
Revised	April 19, 2004