

**Campus Administrative Policy**

**Policy Title:** Centralized Content Management System IT Cabinet Policy

**Policy Number:** 5008                      **Functional Area:** Information Technology

---

**Effective:** September 21, 2015

**Date Last Reviewed:** March 1, 2019

**Date Scheduled for Review:** July 1, 2026

**Supersedes:** N/A

**Approved by:** IT Cabinet (See Note 1 Below)

**Prepared by:** Office of Information Technology

**Reviewing Office:** Office of Information Technology

**Responsible Officer:** N/A

**Applies to:** University of Colorado Anschutz Medical Campus  
University of Colorado Denver

---

**A. INTRODUCTION**

A content management system (CMS) is a computer application that allows creation, modification, and maintenance of content from a central interface. Such systems of content management provide procedures to manage workflow in a collaborative environment. CMS's, as identified in this policy, are used to run websites containing a number of different functions including web-based publishing, format management, revision control (version control), indexing, search, retrieval, blogs and news. The Office of Information Technology University Web Services Team currently operates the University's centralized CMS in support of many thousands of web pages.

**B. POLICY STATEMENTS**

The University of Colorado Denver | Anschutz Medical Campus shall leverage a single, centralized, Content Management System (CMS) for all Internet-facing, web-based publishing. This CMS shall be selected, procured, implemented and managed by the Office of Information Technology (OIT). The CMS selection shall consider school, college, and departmental needs to ensure the identified functional requirements of academic and research programs can be met. For those requirements that cannot be met by the centralized CMS, OIT will work with the related School/College/Program to

provide alternate technologies to meet these specific needs. In the event that a requirement is identified that OIT cannot meet, the school, college, or department may submit a formal request to the CU Denver | Anschutz CITO for consideration by the IT Cabinet to allow the need to be addressed outside of OIT.

## Notes

1. Dates of official enactment and amendments:  
IT Cabinet: Both Chancellors, Provost, Both CFOs  
September 21, 2015: Adopted by CU Denver Chancellor  
March 1, 2019: Reviewed
2. History:  
January 18, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Article links, format, and University branding updated by the Provost's office.  
March 1, 2019: Reviewed, still valid, no changes.
3. Initial Policy Effective Date: September 21, 2015
4. Cross References/Appendix: N/A