A. Introduction

1. Authority for the creation of campus policies and guidelines is found in the Laws of the Regents, Article 3, Section B.6 (A), which states:

   The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of the 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.

2. The University of Colorado Denver develops specific policies and guidelines for the effective use of facilities, delivery of programs and services, and general operation of its campuses. At times, University of Colorado Regent policies or administrative policy statements (APS) require institution-specific or campus-specific policies or guidelines for proper implementation of the Regent policy or APS. At other times, the University of Colorado Denver develops policies to provide needed guidance on issues not directly covered in Regent policies or APSs.

3. This policy sets out the methodology for the creation of these policies and guidelines, provides the format for policies/guidelines, and serves as a model for University of Colorado Denver policies.
B. Table of Contents

1. Policies that are longer than five (5) pages must include a table of contents of the sections in the policy, which will serve as links within the policy when it is placed on the UC Denver web site. Otherwise, a table of contents is optional. A table of contents should contain:
   A. Introduction
   B. Table of Contents
   C. Policy Statement
   D. Procedures
   E. Format

C. Policy Statement

Every policy should have a policy statement—a concise summary of the policy and the reasons for having an institution-level policy.

This policy has been created to provide for the effective and efficient administration of University of Colorado Denver. It establishes a mechanism for the creation of policies and guidelines that are necessary for the proper functioning of the University of Colorado Denver. Guidelines are created to provide formats, checklists, best practices or other methods for implementing policies. Policies establish the “rules” and guidelines are aids for following “rules.”

D. Procedures

These are the general guidelines for the establishment of policies for the University of Colorado Denver:

1. All policies and guidelines must be approved by the Chancellor or appropriate vice chancellor to become effective.

2. All policies and guidelines must have an effective date for implementation, normally either January 1 or July 1, and must be posted on the University of Colorado Denver website.

3. Policies and guidelines may be developed in any academic or administrative unit in accordance with the Laws of the Regents and must be brought forward for consideration and approval by the appropriate vice chancellor.

4. Campus policies and guidelines and their revisions should follow one of the two processes below for review, comment, and approval.

a. Compliance Process – policies developed to meet Federal or State law, or certain Regent requirements will be circulated for review and comment by the vice chancellors before approval. The creation of policies that involve academic and faculty matters will include review and comment by appropriate groups, including faculty governance.
b. *Discretionary Process* – policies developed for reasons not covered in 4.a. are to be distributed to the vice chancellors, the deans, council, other administrative/academic management groups, and faculty, staff and/or student governance as appropriate for the specific policy. Circulation for review and comment is not part of the formal process of approval; it is consultative in nature and provides an opportunity for comment and advice to the chancellor and vice chancellors.

**E. Review**

All policies and guidelines shall be subject to periodic review, within 5-7 years, by the appropriate vice chancellor’s office. Policies and guidelines may be revised more frequently if circumstances warrant it. They may also be eliminated if deemed no longer relevant or necessary.

**F. Format**

All University of Colorado Denver policies shall have the attached format.
FOR POLICIES REQUIRING A TABLE OF CONTENTS:
A. Introduction

B. Table of Contents (where required)

C. Policy/Guidelines Statement

D. *et seq.* (other sections as necessary and appropriate).

FOR POLICIES NOT REQUIRING A TABLE OF CONTENTS:

A. Introduction

B. Policy/Guidelines Statement

C. *et seq.* (other sections as necessary and appropriate)