Campus Administrative Policy Approval Process

New Policy Submission
Source: Responsible Office

Policy Review Kick-off: January & July Cycle
Source: Policy Office/Other

Mandatory Policy Update from CU System, BOR, Legislature or Other Body
Source: Policy Office/Other

Review Internal Checklist & Communicate Process
Source: Policy Office

Identify Interested/Appropriate Stakeholders & Notify for Review/Approval
Source: Policy Office

Consult & Review
Source: Legal Office/Policy Office

Make Changes/Edits
Source: Policy Office

Prepare Leadership Report
Source: Policy Office

Review/Approve
Source: Provost/SVC/VC

Update Website & Communicate Changes
Source: Policy Office

Return for Further Clarification
Source: Policy Office

*An official university policy is defined as a campus-wide university document that is signed by the Chancellor or designated Vice Chancellor. All official university policies will live on a central campus website. Guidelines, procedures, checklists and codes are not considered official university policies but may live on individual unit or department homepages.

1 The Policy Office is responsible for gathering stakeholder feedback and is involved in every stage of the process. As of 2/1/2018, the Policy Office is housed within the Provost’s Office.