Campus Administrative Policy

Policy Title: **Establishing Campus Administrative Policies**

Policy Number: 3000 Functional Area: General Administration

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Effective: April 1, 2018
Date Last Amended/Reviewed: April 1, 2018
Date Scheduled for Review: July 1, 2025
Supersedes: Establishing University of Colorado Denver Policies and
Guidelines (July 1, 2011)

Approved by: Donald M. Elliman, Jr.
Chancellor, University of Colorado Anschutz Medical Campus
Dorothy A. Horrell
Chancellor, University of Colorado Denver

Prepared by: Assistant Vice Chancellor for Academic Affairs
Reviewing Office: Provost and Executive Vice Chancellor for Academic and
Student Affairs
Responsible Officer: Provost and Executive Vice Chancellor for Academic and
Student Affairs

Applies to: CU Anschutz Medical Campus
CU Denver Campus

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A.   **INTRODUCTION**

   1.   This policy addresses the process for developing, creating, issuing, formatting, and
        maintaining all University policies and applies to all university departments, faculty,
        staff and students, as noted above.

   2.   Authority for the creation of campus policies and guidelines is found in the Laws of
        the Regents which states that the chancellor of each campus shall be the campus'
        chief executive and academic officer responsible for all fiscal and administrative
        matters and responsible to the president for the conduct of the 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.   **POLICY STATEMENT**

The University of Colorado Denver | Anschutz Medical Campus and the University of Colorado South Denver location develops specific policies and may issue other guidelines for the effective use of facilities, delivery of programs and services, and general operation of its campuses. At times, Regent or Administrative Policy Statements (APS) require institution-specific or campus-specific policies or guidelines. At other times, the University of Colorado Denver | Anschutz Medical Campus and the South Denver location develops policies to provide needed guidance on issues not directly covered in Regent policies or APSs.

The purpose of this policy is to ensure that the University of Colorado Denver | Anschutz Medical Campus community and its associated locations has ready access to well-developed and understandable university policies. Policies that are easy to find, read and understand will:

1. Support the university's mission.
2. Achieve accountability by identifying the offices responsible for Policies.
3. Provide faculty, staff, and students with clear, concise guidelines.
4. Document how the university conducts business.

C. **PROCEDURES FOR THE REVIEW OF CAMPUS UNIVERSITY POLICIES**

All campus administrative policies ("official university") policies will be:

1. Presented in a common and accessible format.
2. Formally approved by the respective Chancellor.
3. Maintained centrally in a coherent set of chaptered policy statements organized around the several operational definitions of the respective campuses and accessible to all interested parties.
4. Linked electronically to other documents.
5. Kept current within the framework of an organized system of change control, which includes review by relevant stakeholders every five to seven years.

Policies will be clearly distinguished from related procedures according to the definitions outlined below. Internal policies that apply to the operations of individual units or departments may not conflict with official university-wide policy but may be more restrictive. In the event of a conflict in whole or in part between a federal or Colorado law or System or a Campus Administrative Policy and a Unit Policy, the higher legal authority shall control.

D. **LOCATION OF CAMPUS ADMINISTRATIVE POLICIES**

To ensure ready access to official university policies, the University of Colorado Denver | Anschutz Medical Campus will maintain a central policies webpage. Printed versions of Campus Administrative Policies may be included in announcements and other publications but must include a disclaimer that the Official Campus Administrative Policy Website should be consulted for the latest version.

E. **DEFINITIONS**

The following definitions were developed as an aid to those involved in drafting and reviewing "official university" policies for inclusion on the central website.

Board of Regents Policy: Umbrella policies that provide the framework and guiding principles under which the overall University of Colorado administration is responsible for the implementation of, and compliance with, the intent of the Board of Regents policy.

Campus Administrative Policy: These official university policies are guiding principles that express the institutional culture, goals, and philosophy for the entire campus(es). Official university policies promote consistence and operational efficiency, enhance the University's mission and mitigate significant institutional risk. Official university policies follow a specific format, allow for some discretion by guiding decision making and limiting or setting parameters or choices and live on a central, main policy site accessible from the campus home page. Official university policies require extensive stakeholder review and Chancellor approval and signature.

Unit Administrative Policy: Unit policies operate at a level below Campus Administrative Policies, such as collegiate or departmental policies that govern a specific area. These may have the same force and effect of an official university policy but imply jurisdiction that is limited to the respective unit home in which the official unit policy is issued. Unit policies are vetted, approved, and signed by relevant unit stakeholders and the respective unit head and shall live on the respective unit's landing home page and operational manual(s). As units devise these policies, it is strongly recommended that they consult the Office of the University Counsel.

Procedures: Procedures are step-by-step descriptions of the consecutive action steps or tasks required to support and carry out organizational policies. Another way to look at this is as follows: official university policy is "what" the institution does operationally, and procedures are "how" it intends to carry out those operating policy expressions. Generally speaking, procedures achieve the following objectives:
- Procedures articulate the process for accomplishing controls and can be formal or informal.
- Procedures might also document a course of action accomplished in a defined order, ensuring a consistent and repetitive approach.
- Procedures linked to official unit (not campus) policies and the like shall live on respective unit home web pages.

Where applicable, procedures that define "how" an official university policy (see definition above) is carried out operationally will be referenced and catalogued alongside the relevant official university policy.

Guideline(s): Guidelines are a piece of advice on how to act in a given situation. Examples of guidelines include: Best Practices, Screening Guidelines. Guidelines shall have limited jurisdiction applicable to the respective issuing unit.

Standards and/or Practices: Standards and practices connote an acceptable level of quality or attainment. Examples include: quantifiable low level mandatory controls such

as the standard of living or standard size. Standards and practices are normally not written but are followed with jurisdiction residing in the applicable unit.

F.   POLICY DEVELOPMENT

The Responsible Office is responsible for drafting new policies. See appendix A for required university policy format. The Policy Office designate will coordinate with the responsible office to ensure representative stakeholder engagement, review, and approval. See attached Campus Administrative Policy Approval Process.

Notes

1.   Dates of official enactment and amendments:

May 6, 2005: Adopted by the Chancellor
July 1, 2011: Revised
April 1, 2018: Adopted by CU Denver | Anschutz Medical Campus Chancellors
February 11, 2020: Editorial Changes

2.   History:

May 6, 2005: Original Policy
July 1, 2011: Policy Revised
April 1, 2019: This policy was revised to reflect a campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.
February 11, 2020: Editorial changes and checked for digital accessibility.

3.   Initial Policy Effective Date: May 6, 2005

4.   Cross References/Appendix:
- [University Policy Framework and Hierarchy](#);
- [Board of Regents Policy 3B: Officers of the University and Administration](#);

Appendix A

Campus Administrative Policy

Policy Title: **Name of Policy**

Policy Number: XXXX   Functional Area: *Academic Affairs (1000), Administration and Finance (2000), General Administration (3000), Human Resources (4000), Information Technology (5000), Research (6000), Student Affairs (7000)*

Effective: Insert Date
Date Last Amended/Reviewed: Insert Date
Date Scheduled for Review: Insert Date
Supersedes: Establishing University of Colorado Denver Policies and Guidelines, effective July 1, 2011

Approved by: Donald M. Elliman, Jr.
                                Chancellor, University of Colorado Anschutz Medical Campus
                                Martha A. Marks
                                Chancellor, University of Colorado Denver

Prepared by: Assistant Vice Chancellor for Academic Affairs
Reviewing Office: Provost and Executive Vice Chancellor for Academic and Student Affairs
Responsible Officer: Provost and Executive Vice Chancellor for Academic and Student Affairs

Applies to: University of Colorado Anschutz Medical Campus
                                University of Colorado Denver
                                University of Colorado South Denver Location

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A.   **INTRODUCTION (REQUIRED)**

B.   **TABLE OF CONTENTS (ONLY INCLUDE IF POLICY IS LONGER THAN 5 PAGES)**

C.   **POLICY STATEMENT (REQUIRED)**

D.   **DEFINITIONS (OPTIONAL)**

E. OTHER SECTIONS AS NECESSARY AND APPROPRIATE
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              (a)   3 spaces
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Notes

1.   Dates of official enactment and amendments:

   Adopted/Approved by XXXXXX on Date.
   Updated and amended on Date.

2.   History:

   Month, Day, Year: Provide a short description of the changes.

3.   Initial Policy Effective Date: Insert Date.

4.   Cross References/Appendix:
- Bulleted