



Office of Compliance,
Ethics and Policy
UNIVERSITY OF COLORADO **BOULDER**

Policy Creation and Revision Process Map

STEP ZERO: Consultation

- Kick-off meeting to determine purpose, scope, and implementation of individual policy review
- Assign project roles (Policy Drafters, Constituents, and legal counsel)
- Establish workflow in Microsoft Teams

STEP ONE: Impact Statements

- Upload all policy impact statements in Microsoft Teams
- Impact statement review by OCEP and Executive Leadership team designees

Timeline: 10 Days

STEP TWO: Initial Policy Draft

- Policy Owner and Policy Drafters create first policy draft in Microsoft Teams
- OCEP socializes policy draft with Executive Leadership team designees
- Legal consultation begins depending on business need

Timeline: 10 Days

STEP THREE: Constituent Feedback

- Policy Owner emails policy draft to constituents for feedback
- Second policy draft incorporating constituent feedback

Timeline: 10 Days

STEP FOUR: Legal Review

- OCEP provides feedback on second policy draft
- OCEP emails second policy draft to University Counsel for legal review
- Third policy draft incorporating legal feedback

Timeline: 10 Days

STEP FIVE: Campus Leadership Review

- OCEP & Policy Owner meet to discuss communication and implementation plan
- OCEP emails third policy draft to UELT and Shared Governance
- Fourth policy draft incorporating leadership feedback

Timeline: 10 Days

STEP SIX: Final Review

- OCEP & Policy Owner meet to finalize policy for submission to executive leadership
- OCEP & Policy Owner make final edits to policy as needed

Timeline: 10 Days

STEP SEVEN: Submit to Executive Leadership

- OCEP submits final policy to the Chancellor, Executive Vice Chancellor and Chief Operating Officer, and Executive Vice Chancellor for Academic Affairs for review and approval
- If additional edits are needed before approval, OCEP & Policy Owner will collaborate to make changes and resubmit for approval

Timeline: 10 Days

STEP EIGHT: Adoption, Publication, and Implementation

- New policy becomes effective on the first day of the following month
- Published on website
- Campus & Unit communications
- Policy enters 5-year review cycle
- Monitor compliance efforts for the policy