



Office of Compliance,
Ethics and Policy
UNIVERSITY OF COLORADO BOULDER

Policy Creation and Revision Process

Guiding Principle: Maintain a proactive, transformational, and future-minded policy creation and revision process that mitigates potential risks, fosters transparency, and demonstrates collaboration across the CU Boulder community.

STEP ONE | Consultation

Purpose: Evaluate current policies and determine the need for new policies to align with legal, regulatory, and organizational needs.

Actions:

1. Kickoff meeting with policy owner and OCEP director
 - a. Determine purpose, scope, and timeline of revisions and implementation
 - b. Designate a policy liaison (designee of the policy owner) from the owning unit to lead policy revisions
 - c. Establish project roles (e.g. policy drafting team(s), key constituents, etc.)
 - d. Review the purpose and scope of each type of policy document (impact statements, policies, and procedures)

STEP TWO | Policy Launch

Purpose: Align all team members on the purpose, scope, roles, and timeline of the policy review, building enthusiasm and ensuring everyone understands their responsibilities and what success looks like before work begins.

Actions:

1. Project launch meeting(s) with OCEP policy team, policy owner or policy liaison, and policy drafting team
 - a. Discuss policies under revision
 - b. Establish roles, workflow, timeline, and next steps
 - c. Review purpose and scope of each type of policy document (impact statements, policies, and procedures)
2. Policy owner or policy liaison and OCEP policy team meet to determine communication needs
 - a. Discuss campus, unit, and individual communication opportunities
 - b. Identify communication specialists (campus and unit) for communication planning support

Timeline for Completion: 10 business days following consultation (step 1)

Percent Complete: 10%

STEP THREE | Impact Statements

Purpose: Set the foundation for policy development by detailing the background, purpose, and potential impacts of a policy. As a required companion document that follows the policy throughout the development lifecycle from proposal to publication, the impact statement provides transparency about the resources, internal controls, and assessment tools needed to successfully implement the policy.

Actions:

1. Policy drafting team completes impact statement
2. OCEP policy team reviews impact statement for feedback and revisions
3. Policy drafting team reviews and finalizes impact statement
4. Policy owner reviews and approves impact statement
5. Policy owner socializes impact statement with chancellor's cabinet for awareness
6. Policy owner provides feedback from chancellor's cabinet to policy liaison and policy drafting team as necessary
7. Policy owner provides final approval of impact statement to OCEP policy team

Timeline for Completion: 10 business days from project launch (step 2)

Percent Complete: 20%

STEP FOUR | Policy Draft

Purpose: Translate organizational goals, rules, and values into clear, actionable language, ensuring clarity, consistency, and interdepartmental alignment.

Actions:

1. Policy drafting team develops first policy draft in consultation with policy owner and policy liaison
 - a. Procedures will accompany policies throughout the revision process
2. OCEP policy team provides feedback and suggested edits to policy draft
3. Policy drafting team reviews suggested edits and finalizes the policy draft
 - a. OCEP policy team, policy liaison, and policy drafting team may meet to collaborate on edits
4. Policy owner reviews and approves policy draft
5. Policy owner and/or policy liaison socializes the policy draft with campus leadership
 - a. Policy owner and policy liaison should consider the campus impact of the policy, and which campus leaders and units should have awareness of the policy from the initial stages of review

Timeline for Completion: 20 business days from approval of impact statement (step 3)

1. OCEP policy team – 10 business days
2. Policy drafting team and policy liaison – 10 business days

Percent Complete: 70%

STEP FIVE | Legal Consultation

Purpose: Identify potential gaps or risks and ensure alignment with federal, state, and Regent laws and regulations, CU system Administrative Policy Statements (APS), and CU Boulder practices.

Actions:

1. OCEP policy team emails policy draft to University Counsel for legal consultation
2. OCEP policy team, policy owner or policy liaison, and policy drafting team meets with University Counsel to discuss legal sufficiency and collaborate on edits, if necessary
3. Policy drafting team incorporates legal feedback into policy draft
4. OCEP policy team reviews policy draft to ensure all necessary revisions are completed
5. Policy owner reviews and approves policy for constituent review

Timeline for Completion: 10 business days from date of email from OCEP policy team

Percent Complete: 80%

STEP SIX | Constituent Review

Purpose: Consult with key constituents who have a role in implementing the policy or whose work may be impacted by the policy, ensuring their buy-in, addressing concerns early, and securing support for successful implementation and long-term sustainability.

Actions:

1. OCEP policy team coordinates with policy liaison to email policy draft to key constituents (identified in the impact statement) for feedback
2. Policy drafting team incorporates constituent feedback into policy draft
3. OCEP policy team reviews policy draft to ensure revisions are completed
 - a. OCEP policy team, policy owner or policy liaison, and policy drafting team may meet to collaborate on edits
4. Policy owner reviews and approves policy draft for final campus leadership review

Timeline for Completion: 10 business days from date of email from OCEP policy team or policy liaison

Percent Complete: 90%

STEP SEVEN | Campus Leadership Review

Purpose: Secure campus leadership buy-in, providing legitimacy and empowering the owning department to implement the policy with cross-campus support.

Actions:

1. University Executive Leadership Team (UEL) Review
 - a. Policy owner coordinates with Office of the Chancellor to email policy draft(s) to UEL for review and feedback
 - b. Policy owner coordinates with Office of the Chancellor to present policies at monthly UEL meeting
 - c. Policy owner provides feedback from UEL to OCEP policy teams, policy liaison, and policy drafting team to incorporate into the policy as necessary
 - d. OCEP policy team reviews the policy draft to ensure revisions are completed.
 - i. OCEP policy team, policy owner or policy liaison, and policy drafting team may meet to collaborate on edits

2. Shared Governance Review
 - a. Policy owner coordinates with the Office of the Senior Vice Chancellor (SVC) for Operations to present policy suite to Shared Governance Groups
 - b. Policy owner coordinates with the Office of the SVC for Operations to email policies to Shared Governance Groups for review and feedback
 - c. Policy owner provides feedback from Shared Governance Groups to OCEP policy team, policy liaison, and policy drafting team to incorporate into the policy as necessary
 - d. OCEP policy team reviews policy draft to ensure revisions are completed.
 - i. OCEP policy team, policy liaison, and policy drafting team may meet to collaborate on edits

3. Policy owner reviews and approves policy for final review and approval by executive leadership.

Timeline for Completion: 10 business days following campus leadership review; Review by campus leadership may be extended due to scheduling needs

Percent Complete: 100%

STEP EIGHT | Final Review

1. OCEP director, OCEP policy team, policy owner or policy liaison, and legal counsel meet to make final edits to the policy for submission to executive leadership

Timeline for Completion: 5 business days from policy owner final approval (step 7)

STEP NINE | Submit to Executive Leadership

1. OCEP director submits policy to the chancellor, SVC for operations, and EVC for academic affairs for final review
2. Once approved, the policy will be routed by the OCEP director for signature by the chancellor through Docusign

Timeline for Completion: 10 business days from submission of Docusign

STEP TEN | Adoption, Publication, and Implementation

Actions:

1. Policy goes into effect and is published on the OCEP website
2. Policy enters a 5-year review cycle
3. Campus and unit communications
 - a. OCEP director, OCEP policy team, policy owner or policy liaison, Strategic Resources and Support (SRS), and unit communications specialist meet to finalize communication plan(s).
 - i. OCEP coordinates campus-wide communication plan in partnership with Policy Owner and SRS
 - ii. Policy Owner coordinates communication within their unit(s) and with key campus constituents
4. Policy Owner and OCEP policy team monitor compliance efforts for the policy

Timeline for Completion: 5 business days from executive leadership signature (step 9)