



Office of Compliance,
Ethics and Policy
UNIVERSITY OF COLORADO BOULDER

Policy Creation and Revision Process Map

STEP ZERO: Consultation

- Kick-off meeting with Office of Compliance, Ethics and Policy (OCEP) to determine purpose, scope and implementation of individual policy or policy review.
- Assign project roles (policy drafters, constituents and legal counsel).
- Establish workflow and timeline.

STEP ONE: Impact Statements

- Policy owner or designated policy drafter(s) completes Impact Statement.
- Impact Statement review by OCEP.
- Impact Statement emailed to chancellor's cabinet for feedback with optional discussion.

STEP TWO: Initial Policy Draft

- Policy owner or designated policy drafter(s) creates the first policy draft.
- OCEP provides initial feedback and editing of policy draft.
- OCEP socializes policy draft with campus leadership as needed.

STEP THREE: Constituent Feedback and Legal Review

- Policy owner or designee emails policy draft to constituents for feedback.
- OCEP begins legal consultation with University Counsel.
- Second policy draft incorporating constituent and legal feedback.

STEP FOUR: Campus Leadership Review

- OCEP & policy owner or designee meet to discuss communication and implementation plan.
- OCEP emails second policy draft to UELT and shared governance groups for feedback.
- Third policy draft incorporating leadership feedback.

STEP FIVE: Final Review

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

STEP SIX: Submit to Executive Leadership

- OCEP submits final policy to the Chancellor, Senior Vice Chancellor for Operations, and Executive Vice Chancellor for Academic Affairs for review and approval.
- OCEP & policy owner collaborate to make any changes and resubmit for approval if needed.

STEP SEVEN: Adoption, Publication, and Implementation

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