

FOUR CAMPUSES UNITED
ALL FOUR: COLORADO

Office of Policy and Efficiency

Supporting your day-to-day success at work

Monthly Ethics & Compliance Education Series – June 2018



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

SESSION TOPICS

1. The university-wide policy framework and hierarchy, including:
 - Regent Laws and Policies
 - Administrative Policy Statements
 - Campus Policies
2. OPE's role in the university-wide policy making process;
 - The system policy review process
3. Where to find university-related policies;
4. Who to contact with questions and feedback; and
5. Key policy resources and tools



ABOUT OPE

- **Established in 2009**
 - 1.5 FTE
 - Report to the Chief of Staff in the President's Office
- **Primary Mission:**
 - Manage our administrative policy process;
 - Facilitate the development, review, approval and maintenance of the 90+ APSs;
 - Act as the official repository and point-of-contact for the APSs.
- **Our Contact Info:**
 - 303-860-5711
 - ope@cu.edu



WHEN WE STARTED IN 2009:

- Things that aggravated faculty and staff:
 - Too many policies...
 - They changed too frequently...
 - No one knew where to find them...
 - Some were too complicated...
 - We didn't always engage the end users...
 - We didn't always communicate with the campuses and key stakeholders...
- Are these still true today?
- Anything you'd add to the list?



UCSC WORKING CLIMATE SURVEY – FALL 2016

- The survey included questions about staff's general awareness of university policies.
- Here is what caught my attention:
 - Only about 50% know where to find campus policies;
 - Only about 40% know where to find APSs and Regent laws and policies;
 - Only about 33% know who to contact with concerns;
 - Only about 25% are familiar with the policy process.
- Are these levels about where you'd expect?
- Any ideas on how we might increase awareness of these?

Source: UCSC Summary Report-Overall-8-29-17



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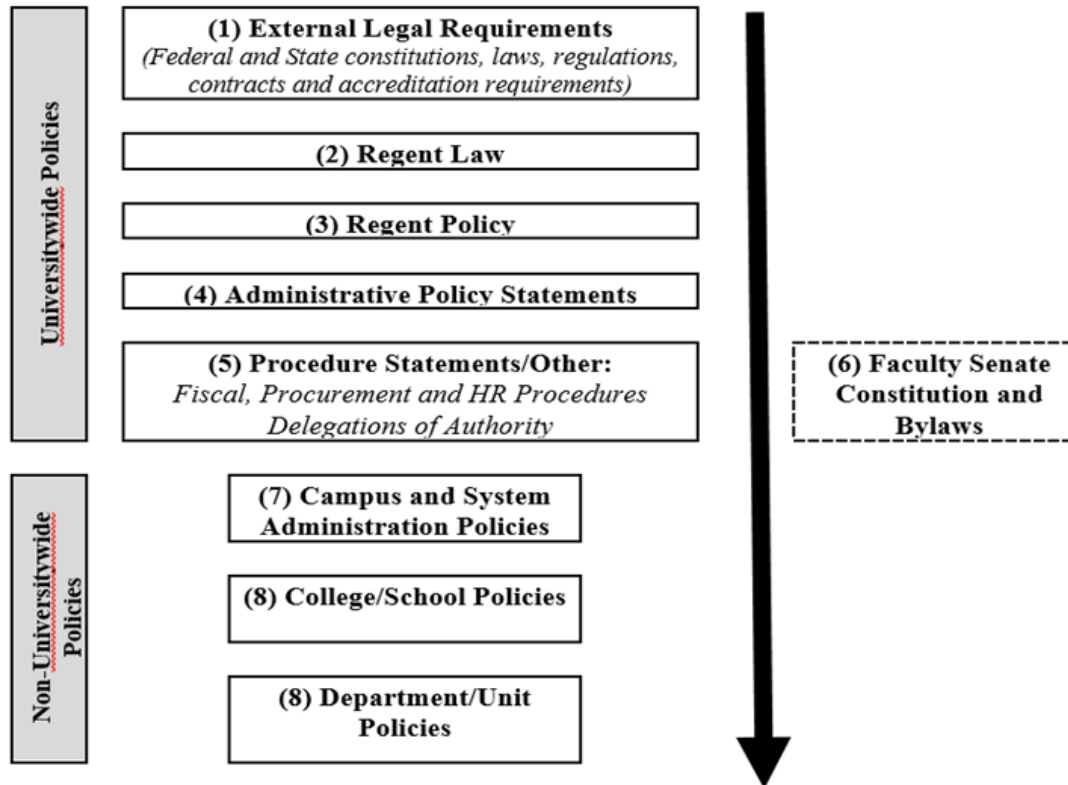
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UNIVERSITY OF COLORADO'S POLICY FRAMEWORK AND HIERARCHY

New Article 1.C University of Colorado Policy Framework:

Exhibit 1: University Policy Framework and Hierarchy



DEFINITIONS

(2) The Laws of the Regents are the highest source of authority within the University of Colorado, establish how the University of Colorado is organized and governed, and are binding upon the Regents of the University of Colorado and the university community.

(3) Regent Policies are enacted by the Regents of the University of Colorado to operationalize the Laws of the Regents, direct the operation of functions for which the Board of Regents retains ultimate responsibility, and delegate authority to officers of the university and the administration.

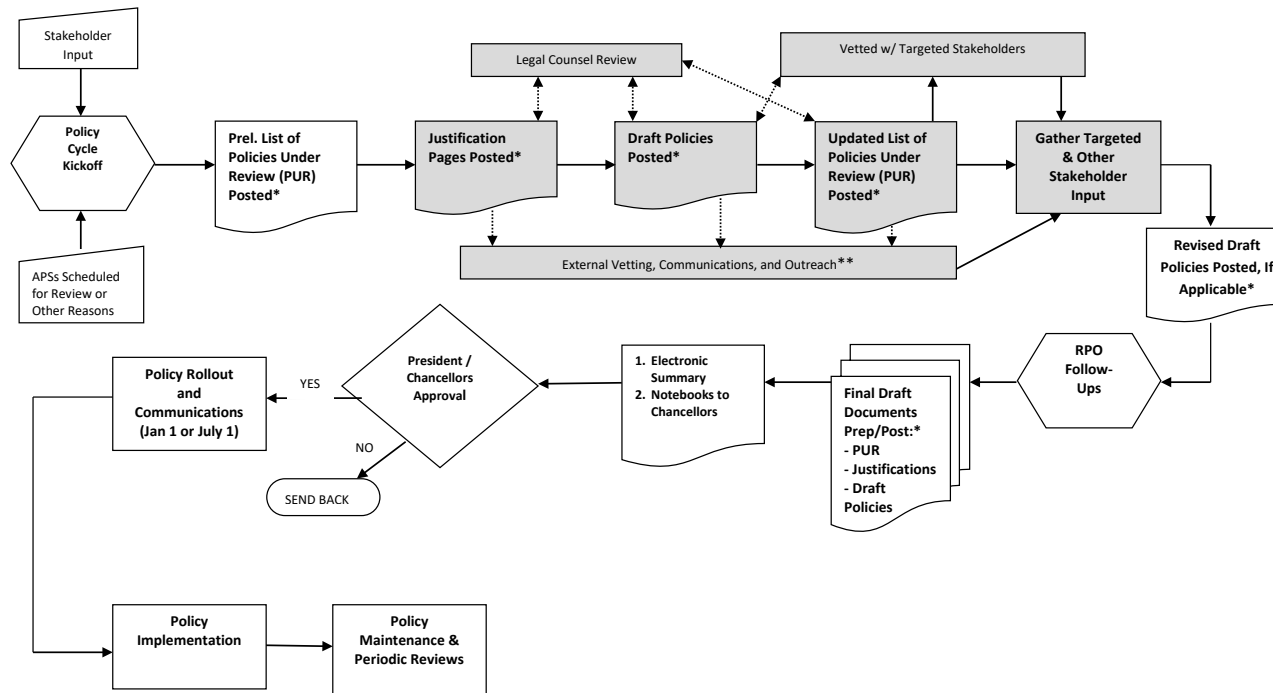
(4) Universitywide Administrative Policy Statements are enacted by the president of the university in accordance with defined processes to provide operational requirements to the entire university community and delegate authority to officers of the university and the administration.

(7) Campuswide policies are enacted by the chancellor of a University of Colorado campus in accordance with defined processes to provide operational requirements to the members of the university community of the campus and to delegate authority to officers of the campus administration.



OPE'S ROLE: 1) Manage the Policy Process

System Policy Process Flowchart (Basic)



* Denotes items posted to the OPE Webpage.

** Including Faculty and Staff Councils, Campus Policy Liaisons, Key Campus Contacts, OPE Distribution List, and OPE Webpage.



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OPE'S ROLE: 1) Manage the Policy Process

1. Policy Cycle Kickoff Meetings
 - Post Preliminary List of PUR
2. Post Initial Justifications and Drafts
 - WHY are we making the change?
 - WHO will be engaged in the review and vetting?
3. Vetting
 - Legal
 - Targeted Stakeholders
 - Faculty and Staff Governance
 - Campus Policy Liaisons and Functional Areas
 - OPE Blog, Website
4. Approval
 - Post Final Draft Documents
 - TEAM Meeting (President and Chancellors)
 - President's Approval/Signature
5. Policy Rollout
 - Communications
 - Policy Maintenance



OPE'S ROLE: 2) Facilitate the development, review and approval of the 90+ APSs.

1. Working with the responsible policy/functional areas.

- Academic/Research
- Legal
- Government Relations
- Facilities
- Finance
- HR
- IT
- Risk Management and Public Safety
- Students

2. All APSs should be reviewed every 3-4 years

3. We only change APSs 2x per year – Jan 1 and July 1 (Normally...)



OPE'S ROLE: 3) Act as the official repository and point-of-contact

1. APS Database

- All known historical versions of the APSs
- Track the number of APSs and the pages
 - Nov 2008: 210 APSs/650pp
 - Today 93 APSs/<300 pages
- Links to Regent Laws and Policies

2. APS Website

- Contact information
- Feedback/inquiry form

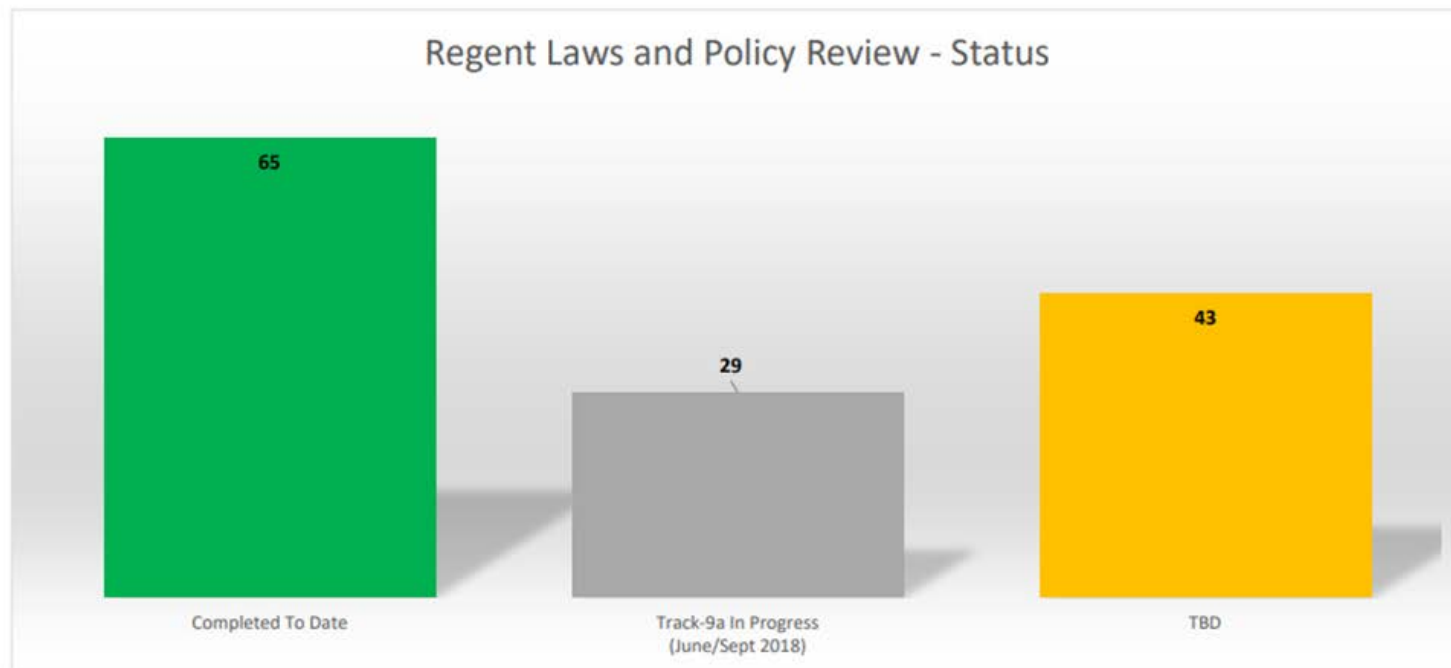
3. Communications

- Policy Blog and Features in CU Connections
- Some campus vehicles



Formal Review of Regent Laws and Policies

Formal Review of Regent Laws and Policies
(As of May 29, 2018)



Key:

Approved

Pending Final BOR Approval

Track-9a

Future Tracks



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Where to Find University-Related Policies?

HOME | ABOUT THE CU SYSTEM | UNIVERSITY POLICIES

Office of Policy and Efficiency (OPE)

OPE Home
About OPE
Policy
Policies A-Z
APS by Functional Area
APS Search
University Policy Framework and Hierarchy
Policies Under Review
Latest APS Changes
Latest Procedures and Forms Changes
APS Glossary of Terms
Policy Resources and Tools
Policy Related Resources
Efficiency and Effectiveness
Questions, Feedback or Suggestions
Policy Blog
Regent Laws and Policies Review

Policy Related Resources

Policy Framework and Hierarchy

REGENT LAWS AND POLICIES

- [Laws](#)
- [Policies](#)

UNIVERSITYWIDE ADMINISTRATIVE POLICY STATEMENTS (APS)

- [Policies A-Z](#)
- [APS by Functional Area](#)

CAMPUS AND SYSTEM ADMINISTRATION POLICIES

- [Boulder](#)
- [Colorado Springs](#)
- [Denver | Anschutz Medical Campus](#)
- [System Administration](#)

GOVERNANCE

- [Faculty Council](#)
- [Staff Council](#)

CU SERVICE CENTERS

- [Employee Services](#) (HR/PBS)
- [Procurement Service Center](#)
- [Risk Management](#)
- [University Controller](#)

HANDBOOKS

- [Faculty Handbook](#)
- [Classified Employee Handbook](#)
- [Officer and University Staff Handbook](#)

EXTERNAL POLICY RELATED LINKS

- [Federal Laws and Regulations](#)
- [United States Code Search](#)
- [State Laws and Regulations](#)
- [Colorado Commission on Higher Education \(CCHE\) Policies](#)
- [Association of College & University Policy Administrators \(ACUPA\)](#)

<https://www.cu.edu/ope/policy/other-related-policy-resources>

Would like a better name!



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Who to contact with questions, feedback or just can't find a policy?

Office of Policy and Efficiency (OPE)

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Email: ope@cu.edu

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CU Boulder

Mark Berge – 303-492-8909



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POLICY RESOURCES

- **OPE Links**

- <https://www.cu.edu/ope>
- <https://www.cu.edu/ope/policy/other-related-policy-resources>
- <https://www.cu.edu/blog/ope>
- <https://www.cu.edu/ope/policy/university-policy-framework-and-hierarchy>

- **Regent Laws and Policies**

- <https://www.cu.edu/regents/rlpreview>
- <https://www.cu.edu/regents/regent-laws>
- <https://www.cu.edu/regents/regent-policy-0>

- **CU Boulder Policies**

- <https://www.colorado.edu/policies>



Questions?

Office of Policy and Efficiency Feedback Form

Questions? Feedback? Suggestions?

Submit your questions, feedback, or suggestions to the Office of Policy and Efficiency by completing and submitting this form. Contact information is not required for feedback or suggestions; however it would allow us to contact you if we had follow-up questions. In submitting:

- Be specific in your questions, feedback or suggestions (e.g. specific policy name, idea for efficiency suggestion).
- Include possible solutions if identifying problems.

Submission Type Question Feedback Suggestion

First Name *

Last Name *

Email Address *

Phone

Comments

Would you like to remain anonymous? Yes No



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