**DRAFT**

**University of Colorado Boulder (“University”)**

**Policy Proposal and Adoption Procedures**

1. **Cabinet.**  The University Chancellor, Executive Vice Chancellor for Academic Affairs and Senior Vice Chancellor (“Cabinet Members”) make up the Cabinet. As more fully explained in the policy related to these procedures (Policy Proposal and Adoption), only Cabinet Members have the authority to both propose and adopt University policies.
2. **Proposing a University Policy**. Current staff members, faculty and/or students may propose a University policy for adoption at any time by submitting to their supervisor, appropriate administrator or representative body (*e.g.* Boulder Faculty Assembly, Staff Council, and University of Colorado Student Government) topics that they believe should be addressed by a University policy.
3. **Policy Review Procedure**. In order to be considered by the Cabinet for adoption, proposed policies should be advanced in accordance with the following process:
	1. An individual proposer shall seek the support of a supervisor, appropriate administrator or representative body (“Representative”).
	2. If supportive of the policy, the Representative will submit to their area Vice Chancellor both a hard and electronic copy of: (i) the proposed University policy, in the form of Attachment A; (ii) any related implementing procedures; and (ii) an accompanying cover letter or memo summarizing their goals, the proposed policy and the related procedures (and training materials, if any) and asking the Vice Chancellor to approve and advance the documentation to the next level in this policy review process (the “Documentation”).
	3. The Vice Chancellor will review and consider the Documentation. Prior to approving or denying the request to advance the Documentation to the next level in this policy review process, the Vice Chancellor will obtain input from his/her appropriate constituencies, including the following Shared Governance groups: Boulder Faculty Assembly, the University of Colorado Student Government and the Boulder Staff Council.
	4. Once approved by the Vice Chancellor, the Documentation will be submitted by the Vice Chancellor to the Office of Integrity and Compliance (“OIC”) for review and comment.

Once the Vice Chancellor has incorporated any changes recommended by the OIC, the Vice Chancellor will submit the Documentation to the Cabinet for approval. The Vice Chancellor should advance the Documentation to the Cabinet only if the Documentation: (i) is clear and concise; (ii) reflects the University’s values, advances its mission and is in compliance with the Requirements; (iii) includes with the proposed policy, related implementation procedures in a separate document; and (iv) has been vetted through the proposal process outlined in these procedures. Additionally, the Vice Chancellor should have considered and drafted appropriate training materials for implementation.

* 1. Prior to finally adopting any proposed policy (other than an interim policy), the appropriate Cabinet Member will invite input from the following groups:
	+ The Office of University Counsel
	+ The Council of Deans
	+ The University Executive Leadership Team
	+ The Shared Governance Leaders’ Group
	1. Once acceptable to the Cabinet, the Office of the University Counsel (“OUC”) shall complete a final legal review of any proposed policy that the Cabinet wishes to adopt.
	2. Unless the policy itself expressly provides otherwise, a University policy shall be deemed adopted upon execution by the authorized Cabinet Member.
	3. The OIC shall publish adopted University policies on the University’s policy website and shall post a link to the policy on the University’s [Policies](https://www.colorado.edu/policies) website.

**F. Unit policies, procedures, directives, guidelines, and statements**

1. **Discretion to Adopt**: These procedures and the related policy are not intended to prevent individual University departments, divisions, schools, institutes and colleges from continuing to develop, approve, and adopt Unit policies, procedures, directives, guidelines, and statements with limited scope (“Unit Policies”), so long as the appropriate administrator has reviewed and approved the document. The OIC and OUC can advise on the development of these policies to ensure compliance with applicable law, Regent requirements, System administrative policy statements (hereinafter, “Requirements”) and applicable University policies.
2. **Legal Validity**: Any conflict among Requirements, University policy and unit documents shall be resolved in accordance with [Regent Law 1.C](http://www.cu.edu/regents/law/1), in favor of the superseding directive.

**Attachment A**

**To**

**University of Colorado Boulder**

**Policy Proposal and Adoption Procedures**

**University of Colorado Boulder Policy**

**Topic: [POLICY TITLE]**

Original Revised \_\_\_

Approved by:

Philip P. DiStefano

Chancellor

Policy Contact:

Effective Date:

**I**. **Purpose**

**II**. **Policy**

**III.** [optional – use for definitions, resources, other information, etc.]

*Note: Related procedures should be attached in a separate document. See* [*http://www.colorado.edu/policies*](http://www.colorado.edu/policies) *for some examples of completed policies*