University of Colorado
Colorado Springs

UCCS CAMPUS NEW POLICY PROPOSAL

Policy Title: Insert Title Here

Policy Functional Area: i.e. ACADEMIC

Responsible Vice Chancellor: Insert title only of responsible university officer here.

Office of Primary Responsibility: Insert name of responsible office/department here.

Policy Primary Contact: Insert primary policy contact information here.

I. Policy Team Members

List Policy Development Team members and their contact information.

Policy Lead/Office of Primary Responsibility (OPR):
Subject Matter Experts (suggestions):
    Human Resources:
    Risk Management:
    FERPA Expert:
    Research Integrity:
    Fiscal/Budget:
    Controller:
    Emergency Management/PD/EHS:
    OIE:
    DEI:
    OIT:
    Others:
As needed or requested:
    Legal Representative:
    Academic Governance:
        Faculty Assembly:
        EPUS:
    Deans Council Representative:
    Faculty Representative:
    Staff Association:
    Staff Representative:
    Student Government Representative:

II. Purpose Statement

Insert summary and purpose of the policy. Also, insert brief reason for policy here. (For example - to comply with state or federal law; or to implement Regent Law.)

III. Policy Development Goal

Outline the goals for the policy development. (What are your goals for the final policy? Why are you developing this policy?)

IV. Key Words

Review the online UCCS Policies Dictionary to ensure the relevant words and definitions are included. List the words and their respective definition required for this policy, but missing from this website.

V. Policy Revision Timeline

Provide a timeline for developing, reviewing, and preparing the policy in the policy template and submitting it to the Policy Office for Leadership and Chancellor review and approval.

Return completed form to the Policy Office, VCAF.

Approved By:

_____
Responsible Vice Chancellor