



UCCS Policy Review Guidelines

Review of an Existing Policy

1. Policy is identified for the review cycle, or a governing law requires the UCCS policy to be reviewed.
2. VC appoints an individual(s) to lead the Policy Review Team, called the Policy Lead(s), and any specific positions who must also join the committee.
 - a. The Policy Lead identifies subject matter experts and policy stakeholders and assembles the policy review team. Below is a recommendation of members to include (as needed):
 - FERPA Expert
 - Research Integrity
 - Fiscal Compliance
 - Legal Representative (all final policies will be reviewed by University Counsel)
 - Deans
 - Faculty Representative
 - Staff Representative
 - Student Government Representative
 - Additional Subject Matter Experts (as needed)
 - b. When appropriate, the Policy Office will assure collaboration between administration, faculty, staff, and students, to include assignment of stakeholders and relevant governance group representatives to join the OPR in the review of an existing policy.
3. The Policy Review Team determines the action needed for the existing policy and completes the appropriate form located on the Policy Office website and returns it to the Policy Office.
 - a. Policy requires no substantive changes: Policy Review Certification Form
 - b. Recommend the policy to be rescinded: Request to Rescind a Policy Form
 - c. Revise the existing policy through the process of redlining (most common): Policy Revision Form
 - d. Request exemption from redlining and completely revise the policy: Exception to Policy Review Redline Requirement Form
4. If proceeding with policy revision, the Policy Lead convenes the Policy Review Team and completes the UCCS Policy Revision Form located on the Policy Office website.
 - a. Once completed, the Policy Lead will return the Policy Revision Form to the Policy Office. The Policy Office will coordinate review and approval by the Responsible Vice Chancellor.
 - b. Once approved, the Policy Review Team can proceed with the revision of the policy.
5. For Policy Revisions and Development, the Policy Lead and Policy Review Team use the guidelines, resources, and templates available on the [UCCS Policy Resources](#) page, the [CU OPE Policy Resources and Tools](#) page, and the [AP Stylebook](#), which includes updates to formatting styles, grammar, and terminology, including gender-neutral language.
6. For Policy Revisions and Development, it is the responsibility of the Policy Lead, working with their Assistant/Associate Vice Chancellor or Dean (if applicable), to provide regular updates of the policy's status to the Responsible Vice Chancellor.
7. Once the Policy Review Team has completed the final draft of the revised policy, the Policy Lead will submit the following documents to the Policy Office:
 - a. Redline Copy of Final Policy
 - b. Clean Copy of Final Policy
 - c. UCCS Policy Memo
8. The Policy Office will make any final formatting updates, and will then coordinate the review and approval of the policy from the following groups:



- a. University Counsel
- b. Office of Primary Responsibility (OPR)
- c. Responsible Vice Chancellor
- d. Executive Leadership Team (ELT)
- e. Upon approval from the ELT, the Policy Office distributes the policy for a 30-day campus review period.
 - If feedback is received and further changes are required, the Policy Office consults with the Responsible VC and the Policy Lead.
 - If there are no comments, the policy is routed to the Chancellor for signature.
- f. Once approved and signed by the Chancellor, the Policy Office will post the new policy on the UCCS policy website.