New Policy Development Guidelines

Guidance for developing and routing new UCCS campus policies

Purpose: These guidelines provide a practical framework for developing and routing new UCCS campus policies. They identify the responsibilities of the Policy Lead/Office of Primary Responsibility (OPR), Policy Development Team, Policy Office, University Counsel, and campus leadership throughout the policy-development process.

Resources

- UCCS Policy 100-001- Campus Policy Process
- UCCS New Policy Development
- UCCS Policy Resources
- Current UCCS Policies
- UCCS Campus Policies Dictionary

Roles and Responsibilities

Role	Primary Responsibility
Policy Lead / Office of Primary Responsibility	Leads development; identifies subject matter experts; convenes the Development Team; ensures the draft is complete and properly formatted; coordinates substantive revisions; provides the final policy package to Policy Office.
Policy Development Team	Develops, writes, reviews, formats, and revises the policy; evaluates legal and campus comments; identifies terms requiring explanation.
Policy Office	Coordinates the policy process, required routing and communications; supports governance representation when appropriate; reviews for alignment with applicable APS and Regent Law/Policy; assigns the appropriate policy number to new campus policies; routes campus comments to the OPR; verifies final package completeness; maintains records; routes final policies to the Chancellor; and posts approved policies.
University Counsel	Reviews campus policies for legal sufficiency.
Responsible Vice Chancellor	Approves initiation/leadership of development as appropriate and reviews/accepts the developed policy before Leadership Team review.
Leadership Team	Reviews and approves the policy before the campus review/comment period.
Chancellor	Provides final campus approval and signature.

Phase 1: Initiation and Planning

1. Identify the Need

An issue requiring a new campus policy is identified and communicated through the appropriate organizational leadership to the responsible Vice Chancellor. A policy may arise from law or regulation, Regent Law or Policy, Administrative Policy statements, institutional requirements, or other campus needs.

2. Select the Policy Lead

The Responsible Vice Chancellor approves development and appoints a Policy Lead/OPR, with input from other Vice Chancellors or governance groups when appropriate. The Policy Lead serves as the primary development contact.

3. Convene the Policy Development Team

The Policy Lead identifies appropriate subject matter experts and convenes the Policy Development Team. Expertise may include FERPA/privacy, research integrity, fiscal compliance, legal or regulatory subject matter, and other areas relevant to the proposed policy.

The Policy Office may assist in coordinating appropriate governance-group representation and related communications, as applicable.

4. Complete the New Policy Proposal Form

The Policy Development Team completes the New Policy Proposal Form. The Responsible Vice Chancellor reviews the proposal and development structure before submission to the Policy Office.

- Purpose and need for the proposed policy
- Policy Lead/OPR and Policy Development Team membership
- Relevant stakeholders and subject matter experts
- Proposed development timeline

5. Submit the Proposal to the Policy Office

The completed and approved New Policy Proposal Form is submitted to the Policy Office prior to beginning policy work. The Policy Office maintains the proposal and related process documentation.

Phase 2: Policy Development and Legal Review

6. Develop the Draft Policy

The Policy Development Team develops, writes, reviews, and formats the proposed policy using the current UCCS Policy Template and applicable policy resources. The team also identifies terms requiring explanation that are not already addressed in the Campus Policies Dictionary.

7. Prepare for Legal Review

The Policy Lead ensures the draft is complete and properly formatted using the UCCS Policy Template before legal review. Responsibility for developing, writing, reviewing, formatting, and revising remains with the Policy Lead/OPR and Development Team.

8. Submit to University Counsel

The completed policy draft is submitted to University Counsel for legal review.

9. University Counsel Review

University Counsel reviews the policy for legal sufficiency, including applicable law, existing policy requirements, conflicts, and duplication.

10. Address Legal Comments

The Policy Development Team reviews Counsel's comments, makes revisions, and resubmits the policy to University Counsel as needed until legal sufficiency is confirmed. Policy 100-001 requires legal review for legal sufficiency before final Chancellor approval and signature.

Phase 3: Leadership Team Review and Campus Review/Comment

11. Responsible Vice Chancellor Review

Following legal review, the legally sufficient policy is submitted to the Responsible Vice Chancellor for review and acceptance.

12. Leadership Team Review and Approval

After Responsible Vice Chancellor review, the policy is submitted to the Leadership Team for review and approval in accordance with Policy 100-001.

13. Campus Review/Comment Period

Following Leadership Team approval, the Policy Office coordinates the required campus review/comment period in accordance with Policy 100-001. The review period may not exceed 30 days.

The campus review/comment period is an opportunity for comment, feedback, and advice; it is not an additional approval process. If a required reviewing unit does not respond during the review period, the policy is considered reviewed and acceptable as drafted by that unit.

14. Policy Office Routes Comments

The Policy Office receives questions and comments submitted during campus review and routes them to the Policy Lead/OPR for resolution, review, and possible revision.

15. Address Campus Comments

The Policy Lead and Policy Development Team evaluate campus feedback and revise the policy as appropriate. Responsibility for substantive revisions remains with the Policy Lead/OPR and Development Team.

16. Return to University Counsel When Needed

If revisions made after campus review affect legal sufficiency, the policy is returned to University Counsel for additional review before final approval.

Phase 4: Final Approval and Posting

17. Prepare the Final Policy Package

After all required reviews are complete, the Policy Lead provides the complete final policy package to the Policy Office. The clean and redline/tracked-changes versions are required for final routing to the Chancellor under current Chancellor/Policy Office routing requirements.

- Final clean policy document
- Redline/tracked-changes version
- Completed Policy Memo
- Completed Policy Routing Form

Policy Routing Form: The Routing Form documents completion of the required process stages, reviews, and routing actions and serves as the administrative record of the policy-development process.

18. Policy Office Final Routing

The Policy Office verifies that the required process documentation and final policy package are complete and submits the final policy package to the Chancellor for approval. This completeness check does not transfer responsibility for policy content, formatting, or substantive revisions from the Policy Lead/OPR to the Policy Office.

19. Chancellor Approval

The Chancellor reviews and signs the final policy. Under Policy 100-001, a campus policy must receive Chancellor approval/signature before becoming effective.

20. Post, Distribute, and Retain

Following Chancellor approval, the Policy Office posts the approved policy to the UCCS website, distributes or communicates it as appropriate, archives the final policy documentation, and retains the original signed policy in accordance with Policy 100-001.

Policy Office Responsibilities Throughout the Process

The Policy Office serves primarily as the process coordinator and official repository for campus policy development. Consistent with 100-001 Campus Policy Process , the Policy Office coordinates required communications and routing; reviews policies for alignment with applicable Administrative Policy Statements and Regent Law and Policy; assists with stakeholder/governance coordination when appropriate; assigns the appropriate policy number to new campus policies; routes campus comments to the OPR; maintains required forms and policy records; routes completed policies for final Chancellor approval; and posts and communicates approved policies.

Responsibility for developing, writing, reviewing, formatting, and substantively revising a policy remains with the Policy Lead/OPR and Policy Development Team.

Required Forms and Resources

- New Policy Proposal Form - completed before policy development begins.
- UCCS Policy Template - required format for campus policies.
- Policy Memo - completed with the final policy package.
- Policy Routing Form - documents completion of required routing and review stages.
- Redline/tracked-changes version - required with the final policy package for routing to the Chancellor.