Existing Policy Review Guidelines

These guidelines describe how to review and revise an existing UCCS policy, document the appropriate review path, and submit the policy for review and approval. The Policy Lead is responsible for preparing complete, properly formatted documents and maintaining the Policy Routing Form.

Phase One Initiate Review and Submit Proposal

1 Identify the policy for review

Identify the existing policy due for review or affected by governing law.

2 Appoint the Policy Lead

The Responsible Vice Chancellor appoints the Policy Lead and identifies required team participants.

3 Assemble the Policy Review Team

The Policy Lead brings together relevant subject matter experts and stakeholders. The Policy Office supports appropriate governance representation. Membership should reflect the policy's subject and campus impact.

4 Complete and submit the Policy Proposal Form

The Policy Lead completes the Policy Proposal Form for the existing policy, obtains the Responsible Vice Chancellor's signature, and submits the signed form to the Policy Office before beginning revisions. This form replaces references to the Policy Revision Form in this updated process.

Phase Two Assess Policy and Prepare Revisions

5 Assess the team and review the policy

The Policy Office assesses team composition. The Policy Review Team examines the existing policy and identifies the action needed.

6 Select the review path

- No substantive changes: complete and submit the Policy Review Certification Form to the Policy Office.
- Rescission: complete and submit the Request to Rescind a Policy Form to the Policy Office.
- Revisions: prepare tracked changes to the existing policy under the signed Policy Proposal Form.
- Complete rewrite: submit the Exception to Policy Review Redline Requirement Form before proceeding without tracked changes.

The remaining steps describe the revision path. Certification and rescission requests are submitted to the Policy Office for their applicable processing; they do not automatically follow every revision step.

7 Draft and format the revisions

The Policy Lead and Review Team prepare the revisions using the UCCS Policy Template and applicable UCCS and CU resources. The Policy Lead ensures that the document is complete, current, and properly formatted before submission. Track changes unless a redline exemption is approved. Formatting is the Policy Lead's responsibility.

8 Initiate the Policy Routing Form

After drafting and before legal review, the Policy Lead initiates the Policy Routing Form. The Policy Lead maintains the form and ensures that it accompanies the policy through each stage of review and approval, including any return for additional revisions.

Phase Three Submit Package and Coordinate Reviews

9 Submit a complete review package

The Policy Lead sends the following to the Policy Office:

- Clean, properly formatted policy draft.
- Redline copy showing revisions, unless a redline exemption is approved.
- Policy Implementation Memo.
- Current Policy Routing Form.

The Policy Lead completes any missing revisions or formatting corrections before resubmitting an incomplete package. The Policy Office coordinates review of the submitted materials.

10 Coordinate University Counsel review

The Policy Office coordinates University Counsel review. The Policy Lead and Review Team address comments, provide updated documents, and maintain the routing form as additional review occurs.

11 Coordinate OPR and leadership review

The Policy Office coordinates review by the Office of Primary Responsibility, Responsible Vice Chancellor, and Executive Leadership Team. The Policy Lead supplies revised materials as needed and keeps the routing form current.

12 Conduct the campus review period

Following Executive Leadership Team approval, the Policy Office distributes the policy for a 30-day campus review period and collects feedback.

Phase Four Resolve Feedback and Finalize

13 Address campus feedback

When feedback requires changes, the Policy Office consults the Responsible Vice Chancellor and Policy Lead. The Policy Lead and Review Team prepare any resulting revisions and update the routing form. The Policy Office coordinates further review as needed. If there are no comments, proceed to Chancellor signature.

14 Obtain Chancellor approval and signature

The Policy Lead provides the final clean policy, applicable redline, Policy Implementation Memo, and completed Policy Routing Form. The Policy Office routes the final package for Chancellor approval and signature.

15 Publish the approved policy

After Chancellor approval and signature, the Policy Office posts the approved policy on the UCCS policy website.

Responsibilities Throughout the Process

The Policy Lead provides regular status updates to the Responsible Vice Chancellor, working with the Assistant or Associate Vice Chancellor or Dean when applicable. The Policy Lead remains responsible for the policy's content, formatting, supporting documents, and routing form. The Policy Office coordinates the review, campus comment, approval routing, and posting steps described above.