



Policy Office Policy Development Guidelines

Initiation of a New Policy

- Identify issue needing policy development and communicate as follows:
 - Staff communicate to supervisor up to Vice Chancellor of the division
 - Faculty chairs to Dean; Dean to Executive Vice Chancellor for Academic Affairs (EVCAA)
 - Faculty Governance to EVCAA and Chancellor
 - Student Government through Office of Student Life to Vice Chancellor for Student Success to Chancellor
 - Staff Governance to Vice Chancellor for Administration and Finance to Chancellor
- Identify an individual to lead the development of the policy, called the Policy Lead(s). The Policy Lead is generally selected by a Vice Chancellor, with input from other Vice Chancellor's or governance groups as appropriate.
- Depending upon the policy to be developed, Policy Lead is to identify individuals with expertise to join the policy development to support information regarding the following:
 - FERPA and privacy issues
 - Research Integrity
 - Fiscal compliance
 - Legal (all policies will process through the Office of University Counsel)
 - Additional subject matter experts as needed.
- The Policy Office requests representation from campus governance groups and provides those names to the Policy Lead.
- The Policy Lead convenes the Policy Development Team and the team develops a succinct and comprehensive statement of the purpose of the policy using the UCCS Campus Policy Proposal document located on the Policy Office website.
- The Policy Lead submits the purpose statement and a detail of the Policy Development Team Membership to the appropriate Vice Chancellor for review and comment. Once the policy purpose statement and membership are agreed upon, the Vice Chancellor advises the campus Chancellor's Cabinet of the policy development and submits the UCCS Campus Policy Proposal document to the UCCS Policy Office.
- Any policy to be developed in the 200 series must have faculty governance representation as appointed by the President of Faculty Assembly and/or EPUS.
- Information from the policy committee is communicated to the Project Lead by the Policy Office. The Policy Office will post to the Policy website the purpose statement, the membership names and contact information of the Policy Development Team.

Policy Development

- The Policy Development Team determines the goals and objectives of development.
- The Policy Development Team creates a time-line for development of the policy and communicates this to the Policy Office. The Policy Office will post this to the Policy website.
- 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
- The Policy Development Team develops the policy using the policy template which is available on the Policy Office website.
- The Policy Development Team determines specific terms requiring explanation that are not already included in the Policy Dictionary.
- Once the policy is developed and considered complete by the Policy Development Team, the policy is submitted to the Office of University Counsel.

Legal Analysis

- This step may be skipped if University Counsel was part of the development team.
- The Office of University Counsel will analyze existing laws and policies.
- Determination of conflicts or repetition of existing law or policy.
- The Office of University Counsel does not provide copy edit services to the Policy Development Team.
- The policy will be returned to the Policy Development Team Lead with any changes. These changes must be reviewed and agreed upon by the team and as such, a policy may move back and forth between the Office of University Counsel and the team numerous times.

Submission and Adoption

- The policy is submitted to the appropriate Vice Chancellor for review and comment. Once accepted, the policy is submitted to the Office of Policy.
- The Office of Policy will post the policy to the Policy website and will submit the Policy to the campus Chancellor's Cabinet for review and approval.
- Once approved by the Chancellor's Cabinet the policy is submitted along with the comprehensive statement of purpose for the policy and the Policy Development Team membership to the governance groups for the 30 day review and comment period.
- Depending on the policy comments received, the policy is effective 30 days after the initiation of the comment period and is added to the Policy Office list of active policies.