



Campus Administrative Policy

Policy Title: **Establishing Campus Administrative Policies**

Policy Number: 3000 Functional Area: General Administration

Effective: January 1, 2024

Approved by: Chancellor Don M. Elliman, Jr., CU Anschutz
Chancellor Michelle Marks, CU Denver

Applies to: CU Anschutz
CU Denver

A. Introduction

This policy addresses the process for creating, revising, and maintaining all campus administrative policies.

Authority for the creation of campus policies and guidelines is found in Regent Policy 3B which states that the chancellor of each campus shall be the campus’ chief executive responsible to the president for the conduct of the affairs of their campus in accordance with the policies of the Board of Regents.

B. Policy Statement

The University of Colorado Denver | Anschutz Medical Campus develops specific policies and may issue other guidelines for the effective use of facilities, delivery of programs and services, and general operation of its campuses. At times, Regent policies or University of Colorado System Administrative Policy Statements (APSs) require campus-specific policies or guidelines. At other times, the University of Colorado Denver | Anschutz Medical Campus develops policies to provide needed guidance on issues not directly covered in Regent policies or APSs.

The purpose of this policy is to ensure that the University of Colorado Denver | Anschutz Medical Campus community has ready access to well-developed and understandable university policies. Policies that are easy to find, read and understand will:

1. Support the university’s mission.
2. Achieve accountability by identifying the offices responsible for policies.
3. Provide faculty, staff, and students with clear, concise rules.

Campus policies are subject to approval by the responsible Vice Chancellor(s), with the exception of revisions to Campus Administrative Policy 3000, which must be approved by the chancellor of each campus.

C. Procedures

All official campus administrative policies will be:

1. Presented in a common and accessible format.
2. Maintained centrally in a coherent set of policy statements organized around the operational areas of the campuses and accessible to all interested parties.
3. Linked electronically to other relevant documents.
4. Kept current within the framework of an organized system of change control. Policy review is recommended to occur at least every 5-7 years and include relevant stakeholders.

In addition, a campus administrative policy must clearly indicate whether the policy applies to only one campus (either CU Denver or CU Anschutz) or both campuses.

Policies will be clearly distinguished from related procedures according to the definitions outlined below. Internal policies that apply to the operations of individual units or departments may not conflict with official campus-wide policy. In the event of a conflict in whole or in part between a federal or Colorado law or a System or Campus Administrative Policy and a Unit Policy, the higher legal authority shall control.

D. Location of Campus Administrative Policies

To ensure ready access to official campus policies, the University will maintain a single policy webpage. Printed versions of Campus Administrative Policies may be included in announcements and other publications, but must include a disclaimer that the official Campus Administrative Policy website should be consulted for the latest version. Units should not repost campus policies on their own website, as units may not be aware of policy updates.

E. Definitions

The following definitions were developed as an aid to those involved in drafting and reviewing “official campus policies” for inclusion on the central website. See also the [University Policy Framework and Hierarchy](#).

Board of Regents Law and Policy: Umbrella policies that provide the framework and guiding principles for the operation of the University of Colorado. The administration is responsible for the implementation of, and compliance with, Board of Regents law and policy.

University of Colorado Administrative Policy Statement: Developed and maintained by the Office of the President, Administrative Policy Statements are authoritative rules dealing with details or procedures for implementing Regent laws and policies or administrative matters concerning faculty, staff and students.

Campus Administrative Policy: Official campus policies reflect institutional culture, goals, and philosophy. They promote consistency and operational efficiency, enhance the University’s mission, and mitigate institutional risk. Policies should include a clear and concise policy statement that articulates requirements or expectations. Official campus policies guide decision making, or set parameters or choices. They follow a standard format and live on a central policy site. Official campus policies may require extensive stakeholder review and are not effective until approved by the responsible Vice Chancellor(s).

Unit Administrative Policy: Unit policies operate at a level below Campus Administrative Policies, such as school/college or departmental policies that govern a specific area. These may have the same force and effect of an official campus policy but imply jurisdiction that is limited to the respective unit in which the official unit policy is issued. Unit policies are vetted, approved and signed by relevant unit stakeholders and the respective unit head and should be easily accessible to members of the unit. As units devise these policies, it is strongly recommended that they consult the Office of the University Counsel.

Procedures: Procedures are step-by-step descriptions of the consecutive actions or tasks required to support and carry out organizational policies. Generally speaking, procedures achieve the following objectives:

- Procedures articulate the process for accomplishing controls and can be formal or informal.
- Procedures might also document a course of action accomplished in a defined order, ensuring a consistent and repetitive approach.

Campus policies may include procedural statements, but in most cases, detailed procedures should live in separate documents maintained by the unit responsible for developing and enforcing operational protocols.

Where applicable, procedures that define “how” an official campus policy (see definition above) is carried out operationally will be referenced and catalogued alongside the relevant official campus policy.

Guideline(s): Guidelines provide advice on how to act in a given situation. Examples of guidelines include: Best Practices, Branding Guidelines, and Editorial Style Guides. Guidelines may be applicable only to the issuing unit or may be more broadly applicable.

Standards and/or Practices: Standards and practices connote an acceptable level of quality or attainment. Examples include: standard of service, standard of care, and ethical standards.

F. Policy Development

The responsible Vice Chancellor(s) is charged with assigning an individual(s) with subject matter expertise to serve as policy lead(s). The policy lead(s) will initiate drafting a new policy or reviewing and revising an existing policy. See Appendix A for required university policy format. The campus policy coordinators or designate will coordinate with the policy owner(s) to ensure representative stakeholder engagement, review and approval.

Notes

1. History:

- New policy adopted and effective on April 1, 2018. This policy was created to reflect a 2018 Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.
- Revised January 1, 2024. With this revision, approval authority for all other campus policies has been delegated to the responsible Vice Chancellor(s). The chancellor at each campus retains approval authority for Campus Administrative Policy 3000.

2. Cross References:

- [University Policy Framework and Hierarchy](#)
- [Board of Regents Policy 3B: Officers of the University and Administration](#)
- Appendix A: Policy Template



Campus Administrative Policy

Policy Title: **Name of Policy**

Policy Number: XXXX Functional Area:

Effective: Insert Date

Approved by: Vice Chancellor _____, CU Anschutz
Vice Chancellor _____, CU Denver

Applies to: CU Anschutz
CU Denver

- A. Introduction
- B. Table of Contents (Required for policies 5 pages or longer, optional for less than 5 pages)
- C. Policy Statement
- D. Other Sections as Necessary and Appropriate
 - 1. 4 spaces. Use this outline hierarchy and margins.
 - a. 3 spaces
 - (1) 3 spaces
 - (a) 3 spaces
 - 2 spaces on bullets

Notes

- 1. History:
 - Bulleted
 - *Example:* Adopted on January 1, 2020. Revised January 1, 2024 to align with changes to Regent Policy.
- 2. Cross References/Appendix:
 - Bulleted
- 3. Responsible Office(s):
 - *Examples:* Office of Faculty Affairs *or* Office of Human Resources and University Budget Office