POLICY DEVELOPMENT, REVIEW, APPROVAL, ADOPTION, AND POST-ADOPTION PROCESSES

Policy development and implementation follow defined business processes at Colorado State University-Pueblo. For academic policies and those relating to faculty affairs, refer to the Faculty Handbook or contact the Faculty Senate. Policies contained in the Faculty Handbook and those contained in the Administrative Professional Handbook are approved by the Board of Governors and may not be modified or superseded without Board approval. For other policies, development, approval and implementation are accomplished following the process described below.

Phase 1
Developing Policies at Colorado State University-Pueblo

1) Propose a New Policy or Revise a current Policy:

The Proponent may be any campus department or constituent with an interest in revising a current policy or establishing a new university policy. An Executive Sponsor who is a member of the University Leadership Team must indicate support for the Proposal.

- The Proponent notifies the (Office Overseeing Policy)of their desire to propose a new policy or revise a current policy.
- The Proponent identifies an Executive Sponsor who will support the policy initiative and works with the (Office Overseeing Policy)to draft a Policy Proposal/Impact Statement ("Proposal"). The Proposal provides background, general information, and justification for the proposed policy or policy change under consideration, as well as an analysis of the impacts that the new or revised policy will have on the campus community, the resources required to adopt, implement, monitor and enforce it, and its long-term benefits. A copy of the Proposal form is available in Forms.
- If there is another campus department that will be responsible for implementing, carrying out, or reporting under the Policy, this is the time to involve those departments, as well. (Each of these departments may be referred to as a "Sponsoring Office").
- The (Office Overseeing Policy)) reviews the Proposal to determine the appropriate next step.

2) Draft and Edit:

Following its review, the(Office Overseeing Policy) may request that the Proposal move forward for policy development, may require further information, or may determine that the policy proposal should not be advanced. If further policy development is approved:

- The (Office Overseeing Policy)works with the Proponent and others throughout the entire drafting and editing process.
- A Policy Template is used in the drafting of the policy. A copy of the Policy Template is available in Forms.
- University stakeholder input is sought during this critical stage. Stakeholders include anyone identified in the "impact statement" part of the Proposal, as well as anyone that

may have been identified by the (Office Overseeing Policy)as a stakeholder. In addition, the Proposal and Policy Draft will be posted to the Policies Under Development page on the(Office Overseeing Policy) website, open to the public for anyone to review and submit comments.

- The Office of General Counsel (OGC) also provides legal review during this stage. If significant changes result from OGC's review, it may be necessary to again consult with stakeholders to assure that their support (or objections) are still valid.

3) <u>Review</u>:

- When the draft is considered "final," it must be reviewed and approved by the Executive Sponsor.
- The final policy document is presented to Cabinet by the Executive Sponsor. If Cabinet approves it, a recommendation will be made to the President to adopt the Policy. If necessary, the Cabinet may also request changes or additional information before making its recommendations.
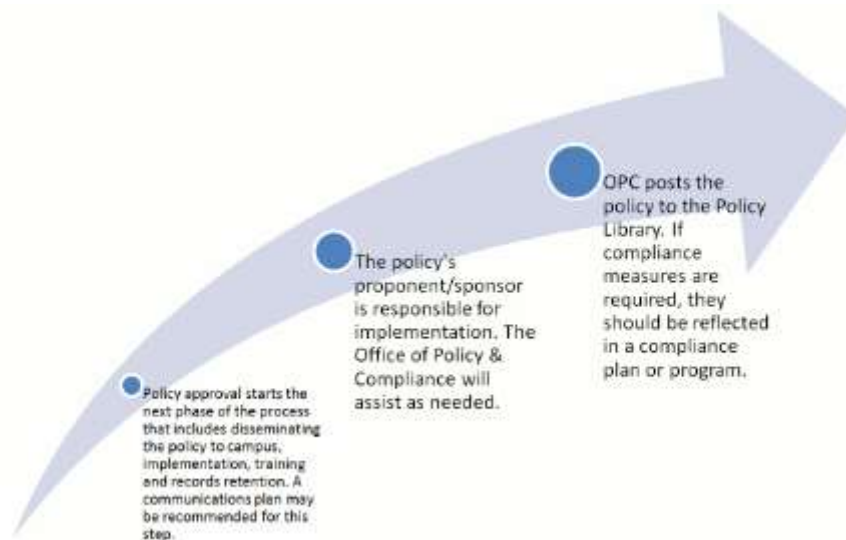
4) <u>Final Action</u>:

- The President makes final determination on the proposed policy.

Phase 2
Post-Adoption

1) Announcing and Implementing:

Policy approval starts the next phase of the process that includes disseminating the policy to campus, implementation, training and records retention. A communications plan may be recommended for this step.

The policy's proponent/sponsor is responsible for implementation. The Office of Policy & Compliance will assist as needed.

OPC posts the policy to the Policy Library. If compliance measures are required, they should be reflected in a compliance plan or program.

The Proponent announces and implements the policy with assistance from the (Office Overseeing Policy)and, if.

The Proponent, along with any other campus unit that has primary responsibility for the Policy, will then:

- Announce the new/revised policy
- Conduct any necessary implementation training

The(Office Overseeing Policy) **will:**

- Assist the Proponent in announcing the new/revised policy
- Catalog the Policy and post it to the Policy Library

2) **Monitoring and Reporting:**

After implementation, it may be necessary to monitor compliance with the Policy and note any problems that arise as a result of its implementation. This is primarily the responsibility of the Proponent and Sponsoring Office, though other compliance officials may be involved. This includes:

- Maintaining and enforcing the Policy through the "internal controls" identified in the Proposal and Policy documents
- Complying with any review/reporting requirements contained in the Policy