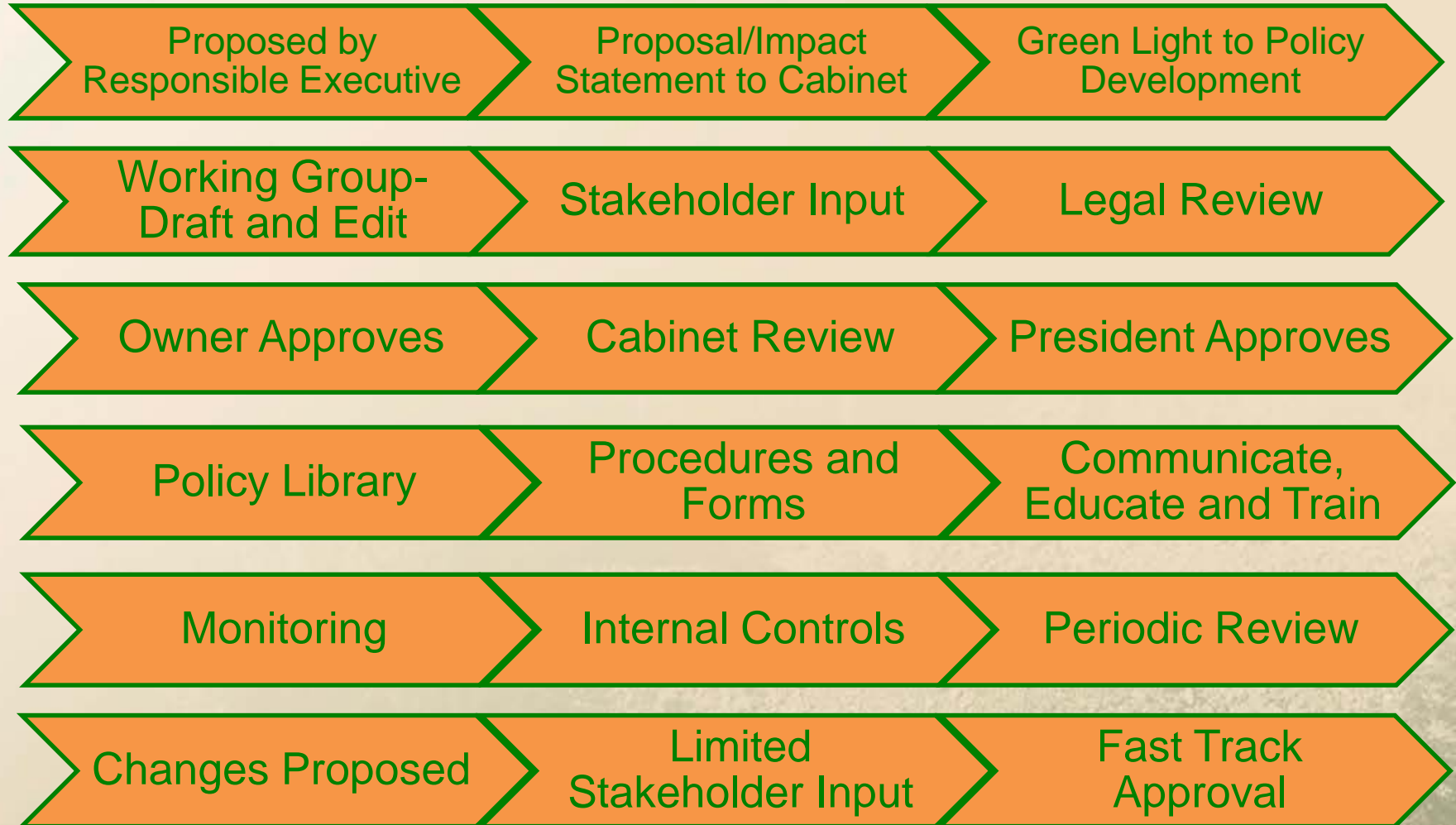


OFFICE OF POLICY & COMPLIANCE

The Policy Development Process
at CSU

Creating University Policies

Development, Approval and Implementation

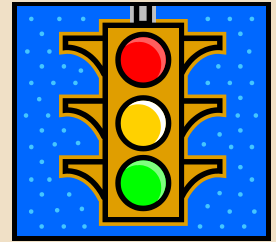


Proposal Stage



- Proponent of new policy or policy revision comes forward with idea
- An Executive Sponsor (member of President's Cabinet) agrees to champion the proposal
- OPC does research and assists proponent with drafting Impact Statement
- Policy Owner(s) assigned (likely same as Executive Sponsor)
- Areas of greatest impact are identified and key stakeholders may be consulted
- Impact Statement is ready for Cabinet (OGC may pre-review)

Getting the Green Light



The Executive Sponsor presents the proposal to the President's Cabinet. Cabinet may require further information, may determine that the policy proposal should not be advanced, or may approve the proposal to move forward for policy development.

Development Stage



- OPC and the Policy Owner(s) work together throughout the drafting and editing process.
- OPC will research the laws, regulations and existing policies that impact the proposed measure and will assist in drafting the policy document.
- A policy working group may be formed to represent stakeholder interests



Stakeholder Input

- Stakeholders include anyone identified in the Impact Statement, as well as anyone that may have been identified by the Cabinet as a stakeholder whose review and comment is required.
- The proposal and the policy draft are posted to the “Policies Under Development” page on the OPC website, open to the public for anyone to review and submit comments.
- If significant changes result from stakeholder or other input, we will review the changes with the stakeholders, the Executive Sponsor, and OGC as appropriate.

Adoption



- Final draft is approved by Owner, OGC, OPC.
- The final policy document is presented to Cabinet by the Executive Sponsor. Cabinet may request changes or additional information before making its recommendation.
- If Cabinet approves, a recommendation will be made to the President to adopt the policy.
- The President approves the policy. His signature constitutes adoption of the policy.

Post-Adoption



- The policy is published in the Policy Library (policies.colostate.edu)
- If procedures, guidelines or forms are needed, the Policy Owner will develop them (assisted by OPC if needed)
- Policy Owner and OPC communicate the policy to campus through announcements, articles, presentations
- If necessary, training should be offered to campus constituents who are expected to enforce or comply with the policy. Training & Organizational Development may assist.

Monitoring and Enforcement



- 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 Owner, though other compliance officials may be involved.
- The "internal controls" identified in the proposal and policy documents are applied. This may include reporting requirements contained in the policy. Internal Audit, Business & Financial Services, or other units may be charged with responsibility to periodically audit compliance.
- If applicable, policy violations may be grounds for sanctions such as disciplinary actions.

Review and Revise



- Policies change over time. Changes to laws and regulations, best practices, and the campus community must be considered periodically.
- OPC will remind Policy Owners of their responsibilities to review policies in their areas on a periodic basis (usually 1, 2 or 3-year interims).
- If revisions are made, they may be approved on a “fast-track” basis (no Cabinet review) with limited stakeholder input if needed, vs. full review. This is in the discretion of the Executive Sponsor and VPUO.

Questions?

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