

COLLEGE OF EDUCATION POLICY

Title: Policies, Procedures, and Guidelines

Number: 01-0-01

Functional Area: General Administration

Effective: September 1, 2024

Supersedes: All previous

Approved by: Interim Dean Joe Wehrman

Date Approved: October 15, 2024

Responsible Office: Academic and Faculty Affairs

Policy Primary Contact: Associate Dean for Academic and Faculty Affairs

Applies to: College of Education

A. INTRODUCTION

The College of Education (“COE” or the “College”) is committed to ensuring that all College policies, procedures, and guidelines are managed in a manner that is compliant and consistent with legal and regulatory requirements, Regent Law, Campus Policies, and the College’s culture and values. This policy allows for common, consistent, and transparent processes for all College policies, procedures, and guidelines to be thoroughly reviewed, approved, implemented, maintained, communicated, and made broadly available to the College community. It is intended to be efficient and user-friendly. It serves to promote awareness, compliance, mitigation of risks, and accountability across the College. This policy describes the key expectations, requirements, and methodology throughout the policy, procedure, or guideline lifecycle, including development, maintenance, retirement, and archiving.

B. DEFINITIONS

1. **Policy:** A general statement that establishes a standard by which the College manages its affairs. A policy mandates, specifies, or prohibits conduct to enhance the College’s mission, ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, and/or reduce institutional risk.
2. **Procedure:** A statement that identifies the tasks and processes that must be followed to ensure quality, consistency, and compliance with policies. A procedure details the “how” of the policy and involves specific required actions, generally presented in a high-level step-by-step description, and the conditions under which those actions must be taken. Unlike policy, procedures may change frequently to accommodate updated standards or methods.
3. **Guideline:** A document that gives recommendations, interpretations, administrative instructions, best practice guidance, or frameworks in which to operate. Like procedures, guidelines may change frequently depending on the College’s needs.
4. **Policy Drafter:** The individual responsible for the initial draft or revision of a policy, procedure, or guideline and for consulting subject matter experts in its development.
5. **Responsible Office:** Office responsible for operationalizing, monitoring, and enforcing the policy, procedure, or guideline.
6. **Policy Primary Contact:** The position within the College with primary responsibility for administering policies, procedures, and guidelines in a particular area, and thus, is responsible for proposing new, reviewing existing, collecting input and feedback from College constituents on proposed or existing, and monitoring their effectiveness. The Primary Contact is also responsible for initiating a regular review of the policies, procedures, and guidelines under their purview.
7. **Subject Matter Expert:** An individual or office that has specialized expertise in a particular area and/or would be most affected by the policy, procedure, or guideline. Subject matter expert(s) shall be consulted during the development and/or update process.

C. POLICY STATEMENT

This document outlines COE's policy and standards regarding the development, approval, implementation, and maintenance of college policies, procedures, and guidelines. This policy seeks to create a standardized policy governance framework based on the following guiding principles:

1. Policies, procedures, and guidelines align with and strengthen the College's mission, vision, and values, and take account of higher education leading practices
2. The policy governance model creates clear ownership and accountability in the policy development and implementation process
3. The policy governance model enables an efficient and collaborative policy management process and recognizes the importance of engaging stakeholders in the development and review process
4. Policies, procedures, and guidelines are in a consistent and accessible format and written as clearly as possible
5. Policies, procedures, and guidelines are maintained in a user-friendly, organized, central repository to increase awareness and mitigate risk
6. Policies, procedures, and guidelines and related resources are kept up-to-date and compliant with relevant requirements

D. CREATION OR REVISION OF POLICIES, PROCEDURES, AND GUIDELINES

1. The format and required information to be included in policies, procedures, and guidelines can be found in the COE Policy Template. All policies, procedures, and guidelines should adhere to this template.
2. The establishment of new policies, procedures, and guidelines may be initiated by either the Academic Leadership Team or the COE Policy Committee. Upon initiation of a new policy, procedure or guideline, a Drafter and the Primary Contact for the new policy, procedure, or guideline will be identified. The Drafter and the Primary Contact may be the same person.
3. Throughout the creation or revision of a policy, procedure, or guideline, the Drafter must consult with the appropriate Subject Matter Experts to gather information and to understand impacts across stakeholders. Subject Matter Experts should be selected by the Drafter, Responsible Office, and the Primary Contact.
4. The Primary Contact will ensure that the policies, procedures, and guidelines under their purview are reviewed regularly (every 5 years or less).

E. REVIEW AND APPROVAL OF POLICES, PROCEDURES, AND GUIDELINES

Review and approval of all new and revised policies, procedures, and guidelines will occur according to the following process.

1. The COE Policy Committee will review and give feedback on the draft, with attention to alignment with existing campus and/or Regent policies.
2. The Academic Leadership Team will also review and give feedback on the draft.
3. A vote will be held for all policies among the faculty and/or staff to which the policy applies. Procedures and guidelines do not require a faculty/staff vote.
4. The COE Dean has final approval authority for all policies, procedures, and guidelines.
5. Approved policies, procedures, and guidelines will be posted on the College website to ensure transparency and accessibility.

F. RESCINDING OF POLICIES, PROCEDURES, AND GUIDELINES

In cases where a policy, procedure, or guideline becomes obsolete and is no longer necessary, the policy, procedure, or guideline may be rescinded according to the following process.

1. If predicated by changes in Regent Law or Campus Policy, or if a policy, procedure, guideline becomes obsolete, the Academic Leadership Team will review and make a recommendation to rescind the policy, procedure, or guideline.

2. A communication regarding the rescinding will be sent to the college faculty and staff. Opportunity will be given for faculty and staff to raise concerns and support for rescinding any policy, procedure, or guideline.
3. Rescinded policies will be indicated on the College website.

G. POLICY NUMBERING SYSTEM

Policies will be labeled with a ##-#-## numbering system:

1. The first set of digits will indicate the functional area of the policy, procedure or guideline.
 - a. 01: General Administration
 - b. 02: Academic and Faculty Affairs
 - c. 03: Human Resources
 - d. 04: Facilities
 - e. 05: Finances
 - f. 06: Student Affairs
 - g. 07: Information Technology
 - h. 08: Research
2. The second digit set will indicate the type of document:
 - a. 0: Policy
 - b. 1: Procedure
 - c. 2: Guideline
3. The third set of digits will identify the individual policy, procedure or guideline.

Notes

1. History:
Initial policy approval October 15, 2024 by Interim Dean Joe Wehrman
2. Cross References/Appendices:
[UCCS Campus Policy Process Policy 100-001](#)