



Board of Trustees

Policy Statement
University Policy Library

Functional Area:	University Governance
Responsible Executive:	President
Responsible Office:	General Counsel's Office
Effective:	January 1, 2019

Policy and Procedure Enactment

University Governance

Contents

- I. Introduction
- II. Roles and Responsibilities
- III. Policy Statement
- IV. Definitions
- V. Procedures
- VI. Related Information
- VII. Policy History
- VIII. Policy Approval

I. Introduction

- A. **Authority:** C.R.S. § 23-54-102 *et seq.* (2018) authorizes the Trustees of Metropolitan State University of Denver (MSU Denver) to establish rules and regulations to govern and operate the University and its programs. The Trustees retain authority to approve, administer, and interpret policies pertaining to University governance. The Trustees authorize the President of MSU Denver to approve, administer, and interpret policies pertaining to University operations.
- B. **Purpose:** This policy defines the process to establish, amend, and archive policies governing the administration and operation of the University.
- C. **Scope:** University policies and procedures apply to all members of the University community or a subset of all members of the University community, such as all employees or all students, as specified in a particular policy. Divisional and departmental policies and procedures not conflicting with University policies do not fall within the scope of this policy. Academic and faculty employment policies also do not fall within the scope of this policy and are addressed in separate policies. Campus policies and procedures maintained by the governing board of the Auraria Higher Education Center do not fall within the scope of this policy.



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II. Roles and Responsibilities

- A. **Responsible Executive:** President
- B. **Responsible Administrator:** General Counsel
- C. **Responsible Office:** Office of General Counsel
- D. **Policy Contact:** Policy Administrator, 303-605-5231
- E. **Board of Trustees:** The Board approves, interprets, and administers policies pertaining to University governance.
- F. **President:** The President approves, interprets, and administers policies pertaining to University operations.
- G. **President's Cabinet:** The President's Cabinet reviews proposed University policies and revisions and recommends to the President whether a proposed policy should be approved. The President's Cabinet reviews policy impact statements to recommend if a proposed policy should undergo development.
- H. **University Policy Advisory Council:** Council members review administrative, University policies for currency, clarity, and consistency with other internal and external rules, regulations, and requirements prior to enactment, revision, or archival of a University policy. Council members may also research best practices on proposed policies to assist responsible individuals with drafting policy proposals and impact statements.
- I. **University Policy Advisory Council Leads:** The Deputy General Counsel and a tenured member of the University Faculty, preferably a full professor, lead the University Policy Advisory Council.
- J. **University Policy Administrator:** The University Policy Administrator supports policy developers by facilitating the University policy development and review process; researching best practices on proposed policies; providing policy development tools and templates; communicating with the University community regarding proposed, approved, and archived policies; and maintaining the University's policy library.



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III. Policy Statement

A. Criteria

1. University policies will (1) advance the University's vision, mission, values, or strategic plan; (2) align University operations with accreditation, legal, or other externally imposed requirements; and/or (3) address an operational efficiency or institutional risk.
2. University policies apply to all members of the University community or a subset of the University community, such as all employees or all students, as specified in a particular policy.

B. Principles

1. MSU Denver's process to establish, amend, or archive administrative University policies will be consistent, well documented, and transparent.
2. Impacted individuals, including students, faculty, staff, administrators, department chairs, and other relevant constituents, will have the opportunity to participate in the review and deliberation process prior to the establishment, amendment, or archiving of a University policy.
3. Approved University policies will be documented in a consistent, centralized, and searchable format.
4. Responsible administrators or designees will communicate with and train the appropriate members of the University community when University policies are established, amended, or archived.
5. Responsible administrators or designees will review existing University policies on a regular basis for currency, clarity, and consistency with other internal and external rules, regulations, and requirements.
6. Responsible administrators or designees will assess the effectiveness of policies they oversee, including training and communication of policies, on an ongoing basis.



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7. University policies that are no longer relevant will be archived in a manner consistent with the State of Colorado's and the University's records retention protocols.

C. Approval

1. C.R.S. § 23-54-102 *et seq.* (2018) authorizes the Trustees of MSU Denver to establish rules and regulations to govern and operate the University and its programs. The Trustees are responsible for approving, interpreting, and administering policies pertaining to University governance. The President of MSU Denver is responsible for approving, administering, and interpreting policies pertaining to University operations.
2. Disputes regarding proposed University policies or revisions are encouraged to be resolved through the University policy process at the lowest level possible. Authority to resolve disputes resides with the final approval authority.

D. Expedited or Interim Policies

1. The President may approve an interim University policy when the standard time for review and approval is insufficient to address legal requirements or a significant institutional risk.
2. If approved, interim policies are active for a maximum of one year, during which time the responsible administrator or designee must complete the standard policy review and approval process.
3. Interim policies will be documented and published in a format consistent with standard approved policies.
4. Grammatical and technical changes may be made at any time to policies to reflect current legal requirements and University standards.



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IV. Definitions

- A. **Academic Policy:** A policy governing the organization and operation of academic programs, including policies pertaining to curriculum, subject matter and method of instruction, scholarly activity, and those aspects of the student experience that relate to the educational process.
1. Academic policies include but are not limited to:
 - a. Admissions criteria,¹ awarding of transfer credit,² and related practices not established by the State of Colorado or the Colorado Commission on Higher Education;
 - b. Curriculum,³ including degree, major, minor, certificate, general education, and teacher preparation programs;
 - c. Course credit and contact hours;
 - d. Grading practices; and
 - e. Graduation requirements.
 2. Areas that do not fall under the category of academic policy include but are not limited to:
 - a. Campus security;
 - b. Extra-curricular and co-curricular activities;
 - c. Human resources;
 - d. Parking;
 - e. Student services; and
 - f. Technology acquisition.

¹ See *Board of Trustees policy 5.7 Admission Requirements of the University.*

² See *Board of Trustees policy 5.8 Transfer of Earned Credits.*

³ *Curriculum policies and procedures are a subset of academic policies governed by the Board of Trustees and Faculty Senate Curriculum Committee. See Board of Trustees policy 5.3 Academic Program Approval and Faculty Senate Bylaws.*



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- B. **Administrative Policy:** A policy governing the administration and operation of the University. Administrative University policies include, but are not limited to, communication, facilities, finance, governance, human resources (including non-faculty employment policies), information security and technology, legal compliance, risk management, strategic planning, student affairs, and general University operations.
- C. **Authority:** The individual or entity with the power or right to enforce and to make decisions regarding a particular policy.
- D. **Policy Statement:** A statement of principles or values guiding the actions of the University community. The policy statement should include what is permitted or prohibited, what is required, or how issues will be handled.
- E. **Policy Number:** An alphanumeric ID based on policy type designated by the policy office on approval of a policy.
- F. **Procedure:** The step-by-step actions required to operate or comply with the policy.
- G. **Purpose:** The rationale for adopting the policy. The purpose may include the problem or conflict the policy is designed to resolve and should reference regulatory or legal reasons for the policy, if applicable.
- H. **Responsible Executive:** The Responsible Executive is the University officer or other authorized, institutional official responsible for providing high-level oversight and sponsorship of the policy.
- I. **Responsible Administrator:** The Responsible Administrator is the University officer or other authorized, institutional official responsible for overseeing operation of and compliance with the policy. As the subject matter expert, the responsible administrator or designee drafts the proposed policy or revision, incorporates feedback from the University community, implements the policy once approved, and trains the campus community on the policy or revision.
- J. **Scope:** The University population to whom the policy applies and under what conditions.



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V. Procedures

A. Procedures for Establishing, Revising, or Archiving University Policies

1. The University Community generates an idea for a University-wide policy.
2. The Policy Administrator acts as a liaison with the Policy Originator(s), Responsible Administrator(s) and the University Policy Advisory Council to format and present the policy proposal to the Council.
3. University Policy Advisory Council members distribute the policy proposal to their constituents and request feedback within a certain timeframe.
4. Policy Originator(s) and Responsible Administrator(s) incorporate and respond to the feedback.
5. The University Policy Advisory Council votes to recommend approval of the policy or other action to the President's Cabinet.
6. The Responsible Administrator(s) submits the policy proposal to President's Cabinet for review.
7. The President's Cabinet votes to recommend approval of the policy or other action to the President or Board of Trustees.
8. The President or Board of Trustees approves the policy or recommends other action.
9. Once approved, the Policy Administrator formalizes the policy statement for signature and publication.
10. The Responsible Administrator(s) or designee(s) communicate with and train the appropriate members of the University community.

VI. Related Information

- A. Auraria Higher Education Center Policies and Procedures
- B. Colorado State Constitution
- C. Colorado Revised Statutes § 23-54-102 *et seq.* (2018). [Colorado Revised Statutes \(NexisLexis\)](#)
- D. Colorado Commission on Higher Education, [CCHÉ Policies](#)



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University Governance

- E. Higher Learning Commission Accreditation Criteria
- F. Higher Learning Commission Assumed Practices
- G. MSU Denver Academic Policies Policy
- H. MSU Denver Curriculum Policies and Procedures
- I. MSU Denver Faculty Employment Handbook Committee Policy
- J. United States Constitution
- K. United States Code of Federal Regulations: Title 34 Education, Higher Education Act of 1965, as revised, ecf.gov
- L. United States Department of Education Policies and Procedures

VII. Policy History

- A. **Effective:** January 1, 2019
- B. **Revised:** January 1, 2019 to reflect changes in responsible individuals, roles, definitions, and procedures; July 1, 2017 to supersede the policymaking policy and procedures published in the *MSCD Trustees Manual (2007)*, sections 1.8, 1.9, & 1.12.
- C. **Review Schedule:** This policy will be reviewed every five years or as deemed necessary by University leadership.

VIII. Policy Approval

12/11/18

Janine Davidson, Ph.D.
President, Metropolitan State University of Denver

Date

12/26/18

John Paul Pogge, Esq.
Chair, Board of Trustees, Metropolitan State University of Denver

Date