

Initial questions to answer

- a. What problem are you trying to solve with creating the new policy? What is the overall goal/purpose of creating a new policy? What is the identifiable need for the policy?
- b. Is a new policy the solution to the problem, or would formalizing and documenting a college process solve the issue?
- c. Is there already an existing policy that would solve the issue by modifying the existing policy versus creating a new one?
- d. Has your supervisor and your division’s Cabinet member verbally authorized to move forward with proposing to create a new college policy?

**[header block – standard for all policies]**

<b>Responsible office</b>	Name of the Division responsible for the policy; on rare occasions, an office within a particular division or two different divisions
<b>Responsible party</b>	Position Title delegated by the Cabinet member overseeing the division listed above; on rare occasions, two positions
<b>Last revision</b>	Month and year the policy was last revised. When first developed, the last revision month and year is when it was first drafted and presented to Cabinet.
<b>Approved by</b>	Primarily the Cabinet, but sometimes, the Audit Committee of the Board of Trustees or the full Board of Trustees are the final approvers.
<b>Approval date</b>	Month and year the Cabinet or Board of Trustees approved the policy.
<b>Effective date</b>	The month and year the policy goes into effect.
<b>Minimum Review Freq</b>	How often the responsible party reviews the policy, at a minimum. Options are – every year, every two years, or every four years.
<b>Additional references</b>	Laws, Regulations (federal, state, or local), or other professional guidelines supporting the creation or the language of the policy

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**[Scope language is standard for all college policies and cannot be changed]**

**Scope**

All financial and administrative policies involving community members (defined below) are within the scope of this policy. If there is a variance between departmental expectations and the common approach described through college policy, the college will look to the campus community, including volunteers, to support the spirit and the objectives of college policy. Unless specifically mentioned in a college policy, the college's Board of Trustees are governed by their Bylaws.

**Policy** [Insert Text]

Tips - Start with a purpose statement (if appropriate). A well-written purpose statement sets direction and defines the intended audience. Questions that are typically answered through the policy statement:

- Who is the primary audience? (To whom do the requirements apply?)
- Why is this policy important?
- In what situation(s) does this policy apply/what is the scope of the policy?
- What actions are mandated or prohibited? (What is expected of the employee or student?)
- Are there exclusions or special situations?
- Use headings and subsections as appropriate
- Use plain, easy-to-understand language. No Legalese, please or acronyms without providing at least one full use of the term
- If complex or technical terminology is required for the policy, be sure to include an accessible definition in the definitions section

**Procedures** [Insert Text] [Optional]

This section should offer guidance on the practices and processes adopted to support and operationalize the policy. Procedures document a course of action, outline sequence of events, offer transparency, consistency, and fairness to achieve the desired outcome of the policy, and should be informed by evidence-based research.

**Definitions** [Insert Text] [Optional]

Use this section to define technical and complex terms the average reader would not have knowledge of or to explain terminology that without description can have multiple interpretations.

*CC Community Member: Any person with a formal relationship with Colorado College. This includes all students, employees, volunteers, third-party contractors, or formally invited guests of the College.*

*External Community Member: A person, persons, or entity that has no employment, contractual, or educational/student ties to the institution who is attending, supporting, or has been invited onto campus grounds for a specific purpose or activity and is expected to adhere to institutional expectations, protocols, and policy.*