

Policy Processes at Mines

There are three main policy types for Mines' employees:

1. [Faculty Handbook](#) applicable to all Academic and Administrative Faculty;
2. [State Classified Handbook](#) applicable to State Classified Employees; and
3. Mines' Administrative Policies applicable to all of Mines community and visitors.

For Assistance: Contact compliance@mines.edu, call 303-384-2546

or see [Mines' Policy Library](#) by category or [A-Z listing](#).

Policy Type	Activity	<u>Compliance & Policy Office</u> Review	<u>Executive Committee</u> Review	<u>Board of Trustees</u> Review
BOT Policy	New or Revised Board of Trustees policy	Yes	Yes	Yes
Administrative Policy	New or Revised administrative policy	Yes	Yes, if major revision; No if minor.	No
Administrative Procedures, Guidelines, or Manuals	New or Revised administrative procedure	Yes	Yes, if major revision; No if minor.	No
Internal Unit Procedures	Department operational procedures	No.	No	No
Student Codes	Review, Update code	Yes	No.	No
Student Procedures	Review same as admin procedures above.	Yes	Yes-major No-minor	
Faculty Handbook	New or Revised Faculty Handbook policy	No. See University Committee §12 process	Review by Exec.Comm. Senate, AFC & Mines' community	Yes. Annual May submission to BOT
Academic Affairs Procedures Manual	New or Revised Procedures	Yes, as Mines' community member	No. Provost reviews Mines' comments.	No.
Classified Staff	Classified Staff policy, new or revised	No. See HR website for State link.	Yes, review only.	No
Bulletins (UG & Grad)	Annual Bulletin Updates for each.	Yes, as Mines' community member.	Registrar is document owner.	No.