



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>POLICY TITLE</b>	Policy Governing Policies	<b>Policy Number</b>	101
<b>Section</b>	Governance, Organization, and General Information	<b>Approval Date</b>	March 23, 2020
<b>Subsection</b>	Governance and Organization	<b>Effective Date</b>	March 23, 2020
<b>Responsible Office</b>	Office of the Vice President of Planning, Budget, and Human Resources		

### 1.0 PURPOSE

**1.1** In an effort to promote transparency, collaboration, efficiency, and institutional integrity, Utah Valley University (UVU) develops, approves, disseminates, implements, and maintains university policies.

**1.2** This policy sets forth a policy framework for Utah Valley University; establishes approval processes for policy proposals that create, revise, suspend, and delete university policies; and describes the responsibilities of the individuals and entities involved in the university policy approval processes.

### 2.0 REFERENCES

**2.1** Utah Code Ann. Sections 53B-2-106(2)(b) and (d)

**2.2** Utah Code Ann. Sections 76-8-701 through 76-8-718

**2.3** Utah State Board of Regents' Policy R220, Delegation of Responsibilities to the President and Board of Trustees

### 3.0 DEFINITIONS

**3.1 Approval date:** The approval date is the date a policy proposal is approved by the UVU Board of Trustees.

**3.2 Effective date:** The effective date is the date a policy proposal goes into effect and shall be on or after the approval date.

**3.3 Expedited policy approval process:** The expedited policy approval process is the approval process for non-substantive revisions of existing policies. The approval of non-substantive



revisions via the expedited policy approval process does not constitute the enactment of a new or revised policy and does not change the approval or effective date of such policies.

**3.4 Non-substantive revisions:** Non-substantive revisions are changes to an existing policy or policy proposal that correct typographical and grammatical errors, change policy format, and/or update university or reference information.

**3.5 Policy drafting committee:** A policy drafting committee is organized to assist the policy steward in the research and development of policy proposals. A policy drafting committee shall be comprised of representatives of the university entities likely to be affected by the policy proposal.

**3.6 Policy manual:** The policy manual is the central repository for all university policies. The UVU policy manual is publicly available via electronic media maintained by the Policy Office.

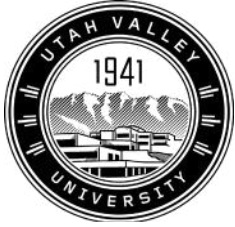
**3.7 Policy proposal:** A policy proposal is a compilation of written documents for the creation, revision, suspension, or deletion of a university policy in one of the policy approval processes. A policy proposal may include drafts of new and revised policies, a statement regarding deletions of existing policies, and supporting documents.

**3.8 Policy recommendation:** A policy recommendation is a suggestion for a change to a university policy that occurs prior to stage one of a policy approval process. A policy recommendation becomes a policy proposal when it is advanced into one of the policy approval processes by the President's Council.

**3.9 Policy sponsor:** A policy sponsor is an individual who is responsible for reviewing and overseeing university policies for their area(s) of responsibility and for appointing policy stewards. These individuals, in conjunction with the Policy Office, oversee the development and advancement of policy proposals through the policy approval processes. Only designated members of the President's Council may serve as policy sponsors, specifically the university president, the vice presidents, and the presidents of the Faculty Senate, Professional Association of Campus Employees (PACE), and Utah Valley University Student Association (UVUSA).

**3.10 Policy steward:** A policy steward is an individual who, under the direction of a policy sponsor and in conjunction with the Policy Office, facilitates the development and advancement of a policy proposal through the university policy approval processes.

**3.11 President's Council:** The President's Council is a body convened by the university president. One of its responsibilities is to play a central role in the policy governance of the institution. For the purpose of policy governance, the university president, the vice presidents, and the presidents of the Faculty Senate, Professional Association of Campus Employees (PACE), and Utah Valley University Student Association (UVUSA), may serve as policy sponsors, and may appoint policy stewards.



**3.12 Regular policy approval process:** The regular policy approval process is the approval process for most new policies, substantive revisions of existing policies, and deletions of existing policies. Non-substantive revisions may also be processed through the regular policy approval process.

**3.13 Substantive revision:** Substantive revisions are changes that alter the intent, scope, meaning, or application of a university policy or policy proposal.

**3.14 Temporary emergency policy:** A temporary emergency policy is a policy approved via the temporary emergency policy approval process. Policy proposals approved through this approval process remain in effect for a specified period not to exceed one year and shall not be renewed.

**3.15 Temporary emergency policy approval process:** The temporary emergency policy approval process is the approval process for temporary emergency new policies, substantive revisions of existing policies, and suspensions of existing policies. This approval process is reserved for policy proposals that the university president deems to be crucial and that must be processed in a shorter time period than is possible through the regular approval process.

**3.16 University community:** The university community shall be defined to consist of all UVU employees, students, and other stakeholders who receive regular notice of policy proposals.

**3.17 University entities:** University entities shall be defined as the Dean's Council, Faculty Senate, Professional Association of Campus Employees (PACE), and Utah Valley University Student Association (UVUSA), all of which shall be given the opportunity to review policy proposals in the regular approval process.

**3.18 University policy:** University policies are maintained by the Policy Office in the policy manual. University policies often prescribe standards, requirements, restrictions, rights, or responsibilities and support the mission, values, and operation of the university. In this document, the terms *policy* and *policies* refer to university policies. Policies may not exist except at the university level. Divisions, colleges, schools, departments, programs, offices, etc. may have guidelines, practices, and standard operating procedures.

## 4.0 POLICY

### 4.1 Policy Authorization, Hierarchy of Policies, and Policy Interpretation

**4.1.1** Utah Code Sections 76-8-701 through 76-8-718 give the president power to regulate, conduct, and enforce law and order on property owned or controlled by the governing board (Board of Trustees). Utah Code Section 53B-2-106 provides the president with delegated powers and authority in order to assure the effective and efficient administration and operation of the



University, including the ability to enact rules for administration and operation of the University. UVU Policy 101 and the provisions herein do not limit this power or how it is exercised.

**4.1.2** The Board of Regents has delegated authority to the university president to establish university policies, subject to the approval of the Board of Trustees (Board of Regents' Policy R220, Section 4.4). The Board of Trustees shall consult and advise the president generally and (a) approve or (b) disapprove policy proposals.

**4.1.3** The Board of Trustees has delegated to the president the authority to enact non-substantive revisions to existing policy if done through the expedited policy approval process. Non-substantive changes shall be reported by the president to the Board of Trustees at their next regular meeting. Non-substantive changes to existing policies do not constitute the enactment of a new or revised policy and do not change the approval or effective date of such policies.

**4.1.4** The president oversees the policy approval processes at UVU and empowers the President's Council and its policy sponsors to play a central role in policy governance.

**4.1.5** University policies are the official policies of the University. Unless expressly stated to the contrary, they are binding on university employees, students, and persons visiting or using the facilities or resources of the University. University policies exist within the following hierarchy of authority listed in the order below:

**4.1.5.1** Federal and State Statutes, Regulations, and Court Rulings

**4.1.5.2** Board of Regents policies

**4.1.5.3** University policies

**4.1.5.4** Division, college, and school guidelines, practices, and standard operating procedures

**4.1.5.5** Department, program, and office guidelines, practices, and standard operating procedures

**4.1.6** In the event of a conflict between documents at different levels in the hierarchy of authority, the higher-level authority governs and the subordinate, lower-level document shall be read consistently with the higher authority and shall be revised to that effect. Moreover, guidelines, practices, standard operating procedures, forms, checklists, protocols, criteria, deadlines, or any other means of implementing or complying with a university policy shall be consistent with the university policy.

**4.1.7** In the event of a conflict between university policies, the President's Council shall determine which policy or policies shall be revised or deleted through a policy approval process to resolve the conflict. In the absence of a determination of the President's Council, the most recently approved policy governs.



**4.1.8** In the event of a disagreement among policy sponsors (see 3.9) on interpretation, implementation, and/or compliance with a specific policy, the president, in consultation with the President's Council, makes the final decision.

**4.1.9** Alleged violations, misinterpretations, or misapplications of university policies may be addressed in accordance with university policies and federal and Utah state law.

**4.1.10** Policies shall be enforced prospectively, beginning on the effective date as established by Board of Trustees action. Policies shall not be enforced retrospectively unless mandated by law.

**4.1.11** All sections of university policy have the weight of policy and shall be interpreted accordingly.

## **4.2 Policy Approval Processes**

**4.2.1** University policies adopted after the enactment of this policy must be approved through one of the following policy approval processes.

### **4.2.2 Regular approval process** (process outlined in 5.6)

**4.2.2.1** New policies, substantive revisions of existing policies, and deletions of existing policies shall be processed through the regular approval process. Non-substantive revisions of existing policies may also be processed through the regular approval process.

### **4.2.3 Temporary emergency approval process** (process outlined in 5.7)

**4.2.3.1** New policies, substantive revisions of existing policies, and suspensions of existing policies that are deemed by the president to be crucial and that must be processed in a shorter time period than is possible through the regular approval process shall be processed through the temporary emergency approval process.

**4.2.3.2** Policy proposals related to tenure, rank, and conditions of employment shall not be processed through the temporary emergency policy approval process unless mandated by law.

**4.2.3.3** Temporary emergency policies remain in effect for a specified period not to exceed one year and cannot be renewed. Temporary emergency policies (including revisions and suspensions) will expire at the conclusion of the specified period or on the effective date of a relevant policy proposal enacted through the regular approval process, whichever occurs first.

**4.2.3.4** In extraordinary circumstances in which the normal policy governance process cannot be conducted or proceed practically, the Board of Trustees may approve the extension of temporary emergency policies by six months beyond their previously approved expiration date. The Board



shall not make this action selectively; it shall apply to all temporary emergency policies in effect at the time of Board action.

#### **4.2.4 Expedited approval process (process outlined in 5.8)**

**4.2.4.1** Non-substantive revisions of existing policies may be processed through the expedited approval process. Multiple policy proposals for non-substantive revisions may be bundled together and presented as an omnibus proposal through the expedited approval process. The approval of non-substantive revisions does not constitute the enactment of a new or revised policy and does not change the approval or effective date of such policies.

### **4.3 Review and Maintenance**

**4.3.1** Members of the President's Council who serve as policy sponsors are responsible for reviewing and addressing the policy needs of their areas of responsibility.

**4.3.2** The Policy Office shall maintain the policy manual as well as a policy archive. The Policy Office shall facilitate the policy approval processes and notify the university community of policy proposals that are approved by the Board of Trustees.

**4.3.3** Printed versions of policies that occur in university handbooks, catalogs, etc., shall include a disclaimer that official university policies are located in the policy manual and are subject to change via the policy approval processes. University web sites that contain policies shall link to the official policies in the policy manual instead of posting separate copies of policies.

**4.3.4** The Policy Office shall coordinate a regular review of university policies with the policy sponsors. Each policy shall be reviewed on five-year intervals from its effective date, at a minimum. The reviews shall assess whether policies are still (a) in compliance with applicable laws, regulations, Board of Regents' policies, etc.; (b) consistent with other university policies addressing similar subject matters; (c) current with the university policy format, personnel, position, and entity information; and (d) meeting the needs of the University.

## **5.0 PROCEDURES**

**5.1.** Any university employee, entity, or student may make recommendations regarding university policy to a policy sponsor.

**5.1.1** If the policy sponsor supports the recommendations, they or a potential policy steward shall present the recommendations to the President's Council via the Policy Office.



**5.1.2.** If the President's Council determines that the recommendations warrant such action, the recommendations shall be advanced into the appropriate policy approval process as a policy proposal and a policy sponsor and policy steward shall be officially assigned by the president.

## **5.2 Policy Proposals**

**5.2.1** Policy proposals shall contain the policy in its entirety (i.e., the entire text of a proposed new policy; the entire text of an existing university policy and all proposed revisions; and the entire text of an existing university policy being proposed for suspension or deletion). Policy proposals may contain supporting documentation to aid the individuals and entities that are reviewing and approving the proposal.

**5.2.2** To facilitate the policy approval processes, a proposed new policy or a proposed revision to an existing policy shall comply with formatting standards established by the President's Council and Policy Office including the use of the following policy sections: purpose, references, definitions, policy, and procedures.

**5.2.3** Policy proposals for revision may encompass the entire text of a policy or may be limited in scope to specific sections or parts.

**5.2.4** Policy proposals for revisions shall use strikethrough for deletions of existing language and underline for additions to existing language. In cases where extensive revisions are proposed, two documents shall be required: one document containing the proposed policy language with no revision marks, and one document containing the existing policy language with strikethrough and underline showing the proposed deletions and additions, respectively.

**5.2.5** Policy proposals do not have the weight of policy and shall not be implemented prior to the effective date established by the Board of Trustees.

## **5.3 Policy Drafting Committee**

**5.3.1** The policy sponsor or policy steward may organize a policy drafting committee to assist the policy steward. The policy sponsor and policy steward shall work with the Policy Office to ensure consistency of voice and quality of writing.

**5.3.2** The policy drafting committee, in consultation with the Office of General Counsel as needed, shall research applicable federal, state, and local laws; Board of Regents' policies; similar policies at other universities; related policies at UVU; and other information pertinent to the policy proposal.



**5.3.3** If the policy proposal is for a new policy or the revision of an existing policy, the policy drafting committee shall, in conjunction with the Policy Office, develop and write a new or revised policy draft.

**5.3.4** If the policy proposal is for the suspension or the deletion of a policy, the policy drafting committee shall write a statement regarding whether the policy should be suspended or deleted.

**5.3.5** The Policy Office, the policy sponsor, and the Office of General Counsel are responsible for determining the need for legal review of a policy proposal. If deemed appropriate, the policy sponsor shall obtain and incorporate the feedback of the Office of General Counsel.

#### **5.4 President's Council Review**

**5.4.1** To facilitate President's Council review, the policy recommendation (if written) or policy proposal shall be submitted to the Policy Office for an assessment of its readiness to be considered by President's Council. The policy recommendation (if written) or policy proposal shall be submitted to the Policy Office with sufficient time for this assessment and for distribution to and review by the President's Council prior to the meeting in which it shall be considered.

**5.4.2** Policy recommendations shall be presented to President's Council by potential policy sponsors or stewards. Policy proposals shall be presented to President's Council by the assigned policy sponsors and stewards.

**5.4.3** Policy recommendations or policy proposals may be withdrawn by a policy sponsor at any time in the policy approval processes prior to a vote by the Board of Trustees.

**5.4.4** The President's Council shall review policy recommendations and proposals for content, need, conflict with existing policies, and duplication of existing policies. After reviewing the policy recommendations or policy proposal, policy sponsors (see 3.9) shall advise the president on whether the policy recommendation or proposal should be (a) advanced to the next stage, (b) remanded to the policy sponsor and policy steward for further development or to a previous stage, or (c) dismissed. The president's decision, and any substantive feedback of the President's Council, shall be recorded in the minutes of that body.

**5.4.5** The policy sponsor or policy steward shall incorporate feedback of the President's Council before submitting a revised version of the policy proposal to the Policy Office for the next stage of the policy approval process.

#### **5.5 Review by Board of Trustees**





**5.5.1** The president shall present the policy proposal to the Board of Trustees for its review and may withdraw it at any time prior to a vote on the policy proposal. The Board of Trustees shall consult and advise the president generally and (a) approve or (b) disapprove policy proposals (Board of Regents Policy R220 4.4).

**5.5.2** If the Board of Trustees disapproves a policy proposal that would likely be approved with non-substantive revisions, the president may (a) make the non-substantive revisions at the Board of Trustees meeting and request approval of the revised policy proposal, or (b) remand the policy proposal to the policy sponsor and to an appropriate stage of the approval process.

**5.5.3** If the Board of Trustees disapproves a policy proposal that would likely be approved with substantive revisions, the president may remand the policy proposal to the policy sponsor and to an appropriate stage of the approval process.

**5.5.4** The actions of the Board of Trustees shall be recorded in the minutes of that body.

## **5.6 Regular Policy Approval Process**

**5.6.1** The regular policy approval process is used for new policies, substantive revisions of existing policies, and deletions of existing policies. Non-substantive revisions may also be made through the regular policy approval process.

### **5.6.2 Preapproval Process (See 5.2.1–5.2.3)**

### **5.6.3 Regular Process Stage One—Policy Drafting and Revision**

**5.6.3.1** Policy Drafting Committee (See 5.3.1–5.3.5)

**5.6.3.2** President’s Council Review (See 5.4.1–5.4.5)

### **5.6.4 Regular Process Stage Two—Review by University Entities**

**5.6.4.1** The Policy Office shall post the President’s Council approved policy proposal to the policy website and notify university entities that the proposal is ready for their review and feedback.

**5.6.4.2** The policy steward shall contact the university entities and act as a resource during the review period.

**5.6.4.3** During the academic year, university entities shall have up to 60 days from the date of notification by the Policy Office to review the policy proposal and to provide the policy sponsor and/or policy steward with written feedback. If policy proposals are advanced to stage two with fewer than 60 days remaining before the end of spring semester, the review of the policy



proposal may be suspended until the first day of the following fall semester, when the review period for university entities shall begin again and the university entities shall have up to 60 days to provide the policy sponsor and/or policy steward with written feedback. At the discretion of the President's Council, university entities may be granted an additional 60 days to review policy proposals.

**5.6.4.4** The policy sponsor or policy steward shall document the feedback from the university entities and incorporate the feedback into the policy proposal or provide reasons the feedback was not incorporated. This documentation shall be submitted as part of the policy proposal to the Policy Office.

**5.6.4.5** President's Council Review (See 5.4.1–5.4.5)

**5.6.4.5.1** The President's Council may make substantive or non-substantive revisions to the policy proposal in this stage.

### **5.6.5 Regular Process Stage Three—Review by University Community**

**5.6.5.1** The President's Council shall determine the length of time allotted for the university community review, which shall be not less than seven (7) and not greater than 30 calendar days.

**5.6.5.2** The Policy Office shall post the President's Council approved policy proposal to the policy website, notify the university community that it is posted for review, and indicate the closing date for feedback on the policy proposal.

**5.6.5.3** The policy sponsor or policy steward shall document the feedback from the university community and incorporate it into the policy proposal or provide reasons the feedback was not incorporated. This documentation shall be submitted as part of the policy proposal to the Policy Office.

**5.6.5.4** President's Council Review (See 5.4.1–5.4.5)

**5.6.5.5** The President's Council shall not make substantive revisions to the policy proposal in this stage, but it may remand the policy proposal to a previous stage for further development if substantive revisions are needed.

### **5.6.6 Regular Process Stage Four—Review by Board of Trustees (See 5.5.1–5.5.4)**

### **5.6.7 Post-Approval Process**

**5.6.7.1** Once a policy proposal has been approved by the Board of Trustees, the Policy Office shall notify the university community in a timely fashion.



**5.6.7.2** If the policy proposal is for a new policy, the Policy Office shall post the new policy in the policy manual.

**5.6.7.3** If the policy proposal is for the revision of an existing policy, the Policy Office shall post the revised policy in the policy manual in the place of the existing policy that it is replacing. The existing policy shall be placed in the policy archive.

**5.6.7.4** If the policy proposal is for the deletion of an existing policy, the Policy Office shall delete the policy from the policy manual and maintain it in the policy archive.

**5.6.7.5** If required by Board of Regents' policy, a copy of the new or revised university policy shall be forwarded to the Board of Regents.

### **5.6.8 Pause of Policy Process in Extraordinary Circumstances**

**5.6.8.1** In extraordinary circumstances in which the normal policy governance process cannot be conducted or proceed practically, President's Council may extend the regular policy process timeline. President's Council shall not make this action selectively; it shall apply to all policy proposals currently in the regular policy process.

### **5.7 Temporary Emergency Policy Approval Process**

**5.7.1** The temporary emergency policy approval process is reserved for new policies, substantive revisions of existing policies, or suspensions of existing policies that are deemed by the president to be crucial and that must be processed in a shorter time period than is possible through the regular approval process.

**5.7.2** If it is anticipated that a university policy will be needed at the time of the expiration of a temporary emergency policy, the president shall designate a policy sponsor to oversee the development and advancement of a policy proposal through the regular approval process.

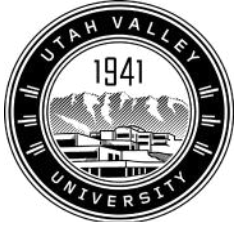
**5.7.3** Policy proposals related to tenure, rank, and conditions of employment shall not be processed in the temporary emergency policy approval process unless mandated by law.

#### **5.7.4 Preapproval Process (See 5.2.1–5.2.3)**

#### **5.7.5 Temporary Emergency Process Stage One—Policy Drafting and Revision**

**5.7.5.1** Policy Drafting Committee (See 5.3.1–5.3.5)

**5.7.5.2** President's Council Review (See 5.4.1–5.4.5)



**5.7.5.3** The president, the vice presidents, and the presidents of the Faculty Senate, PACE, and UVUSA or their designees must all be present and have a reasonable opportunity to review the temporary emergency policy proposal.

**5.7.5.4** Policy sponsors (see 3.9) shall advise the President on the policy proposal. Any substantive feedback and policy sponsor concerns together with the President's decision shall be recorded in the minutes of President's Council.

### **5.7.6 Temporary Emergency Process Stage Two—Review by Board of Trustees (See 5.5.1–5.5.4)**

#### **5.7.7 Post-Approval Process (See 5.6.7)**

**5.7.7.1** Temporary emergency policies remain in effect for a specified period not to exceed one year and cannot be renewed. Temporary emergency policies (including revisions and suspensions) will expire at the conclusion of the specified period or on the effective date of a relevant policy proposal enacted through the regular approval process, whichever occurs first.

**5.7.7.2** A temporary emergency policy that is a new policy shall include an expiration date and be clearly identified as “temporary” on the policy itself and in the policy manual. If no relevant policy proposal is enacted through the regular approval process prior to the expiration date of such a policy, it shall no longer be in effect and shall be deleted from the policy manual.

**5.7.7.3** A temporary emergency policy that is a substantive revision of an existing university policy shall include an expiration date and be clearly identified as “temporary” on the policy itself and in the policy manual. If no relevant policy proposal is enacted through the regular approval process prior to the expiration date of such a policy, the unrevised university policy shall be returned to the policy manual in its previous state.

**5.7.7.4** A university policy that is suspended via the temporary emergency approval process shall have the expiration date and “temporarily suspended” clearly identified in the policy manual next to the policy number and policy title. The text of a university policy that has been suspended shall not be accessible to the university community via the policy manual. If no relevant policy proposal is enacted through the regular approval process prior to the expiration date of such a policy, the university policy that was suspended shall go back into effect and be returned to the policy manual in its previous state.

### **5.8 Expedited Policy Approval Process**

**5.8.1** The expedited policy approval process is reserved for non-substantive revisions of existing university policies. The approval of non-substantive revisions does not constitute the enactment of a new or revised policy and does not change the approval or effective date of such policies.



**5.8.2 Preapproval Process (See 5.2.1–5.2.3)**

**5.8.3 Expedited Process Stage One—Policy Revision**

**5.8.3.1 Policy Drafting Committee (See 5.3.1–5.3.5)**

**5.8.3.2 President’s Council Review (See 5.4.1–5.4.5)**

**5.8.3.3** If the President’s Council determines that substantive revisions are being proposed or that substantive revisions would be required to satisfactorily revise the policy, the policy proposal may be dismissed or placed in the regular or temporary emergency approval process.

**5.8.4 Post-Approval Process (See 5.6.7)**

**5.8.4.1** The Policy Office will prepare and maintain a list of non-substantive changes approved by the President’s Council.

**5.8.4.2** The president will present the list of non-substantive changes as an information item to the Board of Trustees at their next scheduled meeting.

**5.8.4.3** After the approval of the Board of Trustees, the Policy Office shall post the revised policy in the policy manual in the place of the existing policy that it is replacing. The existing policy shall be placed in the policy archive.

<b>POLICY HISTORY</b>		
April 14, 2005	Approved.	UVU Board of Trustees
December 9, 2010	Revised policy, regular process, approved.	UVU Board of Trustees
June 17, 2016	Revised policy, regular process, approved.	UVU Board of Trustees
March 2020	Non-substantive change: “his or her” changed to singular “their” “he or she” changed to singular “they”	UVU Policy Office
March 25, 2020	Temporary Emergency	UVU Board of Trustees