



<b>POLICY TITLE</b>	Policy Governing Policies	<b>Policy Number</b>	101
<b>Section</b>	Governance, Organization, and General Information	<b>Approval Date</b>	June 24, 2021
<b>Subsection</b>	Governance and Organization	<b>Effective Date</b>	June 24, 2021
<b>Responsible Office</b>	Office of the Vice President of Planning, Budget, and Finance		

### 1.0 PURPOSE

**1.1** Utah Valley University engages in a shared governance model that provides opportunities for university community members through their elected governance entities to provide input on university policy. Through this transparent and collaborative process, Utah Valley University (UVU) promotes efficiency and institutional integrity through the development, approval, and implementation of university policies.

**1.2** This policy sets forth a policy framework for Utah Valley University; establishes approval processes for policy drafts 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** *Institutions of Higher Education*, Utah Code Ann. sections § 53B-2-106(2)(b) and (d) (2017)

**2.2** *Offenses Against the Administration of Government*, Utah Code Ann. § 76-8-701 through -718 (2013)

**2.3** Utah Board of Higher Education Policy R220 *Delegation of Responsibilities to the President and Board of Trustees*

**2.4** Policy 102 *University Governance Committees*

### 3.0 DEFINITIONS

**3.1 Effective date:** The date an approved policy action goes into effect. The effective date shall be on or after the meeting date the Board of Trustees approved the policy.

**3.2 Equity Assessment Committee (EAC):** A committee of faculty, students, and staff established to review and assess policy drafts through an equity framework to protect, promote, and enrich inclusion, diversity, and equity.



**3.3 Executive summary:** The document that policy sponsors and stewards use to propose a policy action, explain the justifications for that action, and request approval from President's Council to enter one of the policy approval processes and advance to Stage 1 for drafting and revision.

**3.4 Limited scope revisions:** Changes to an existing policy that apply to only specific sections of that policy; other sections of the policy are not open for revision or for comment. Limited scope revisions may be made through the temporary, regular, and compliance change processes.

**3.5 Non-substantive revisions:** Changes to an existing policy or policy draft that correct typographical and grammatical errors, change policy format, and/or update names, titles, or other reference information, and that do not alter the intent, scope, meaning, or application of a university policy or policy draft.

**3.6 Policy approval processes:** The processes by which proposed changes to the Policy Manual are reviewed and approved at the University. Every proposed new policy, revision to an existing policy, and/or suspension/deletion of an existing policy must go through one of the University's policy approval processes below:

**3.6.1 Compliance change approval process:** A policy approval process reserved for nondiscretionary, limited scope revisions to passages of existing policy, or deletions of a policy from the Policy Manual, necessitated by changes in external law or other binding compliance requirements. The revisions proposed during this process are limited to only those specific policy sections requiring modification to maintain the University's compliance with external law.

**3.6.2 Non-substantive change approval process:** A policy approval process reserved for non-substantive revisions of existing policies. The approval of non-substantive revisions via this process does not constitute the enactment of a new or revised policy and does not change the effective date of these policies.

**3.6.3 Regular policy approval process:** The policy approval process that engages university governance entities and the university community for input on the development and drafting of new policies, substantive revisions of existing policies, and deletions of existing policies. The regular policy approval process is a four-stage process by which policies are vetted and approved at the University.

**3.6.4 Temporary policy approval process:** The approval process for temporary new policies, substantive revisions of existing policies, and suspensions of existing policies. This approval process is reserved for policy changes that President's Council deems to be crucial and of a time-sensitive nature.

**3.7 Policy archive:** A historical repository maintained by the Policy Office of all policies no longer in effect at the University. All retired policies are archived chronologically and documented according to their past effective dates.



**3.8 Policy draft:** A compilation of written documents supporting the creation, revision, suspension, or deletion of a university policy in one of the policy approval processes. A policy draft may include (1) its executive summary; (2) the draft of a new policy, a draft showing the revisions to an existing policy, or a statement regarding the deletion/suspension of a policy; (3) a *Summary of Comments Form*; and (4) any other supporting documents, depending on its current stage.

**3.9 Policy drafting committee:** A committee organized to assist a policy steward in the research and development of policy drafts. A policy drafting committee shall be comprised of subject-matter experts (university personnel with experience and expertise relevant to the scope and content of the policy draft) and representatives of the university governance entities likely to be affected by the proposed policy action.

**3.10 Policy Manual:** The central repository for all policies currently in effect at the University. The UVU Policy Manual is publicly available and is maintained by the Policy Office.

**3.11 Policy Pipeline:** The online repository that shows the current status in the policy process of all policy drafts in development and proposed policy actions. The Policy Pipeline is publicly available on the Policy Office website and is maintained by the Policy Office. Policy drafts in the pipeline are not official university policy until approved by the Board of Trustees and inserted into the Policy Manual.

**3.12 Policy sponsor:** An individual charged with the oversight of university policies for their area(s) of responsibility and for appointing policy stewards. In conjunction with the Policy Office, policy sponsors oversee the development and advancement of policy drafts through the policy approval process. Only designated members of President's Council may serve as policy sponsors.

**3.13 Policy steward:** 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 draft through the policy approval process. The policy steward typically chairs the policy drafting committee.

**3.14 Policy Subcommittee:** A subset of President's Council that reviews policy drafts and recommends the drafts for submission to President's Council.

**3.15 President's Council:** A body of representatives from areas across the University convened by the university president. One of its responsibilities is to play a central role in university policy governance. This body includes the university president, provost, vice presidents, and the presidents of Faculty Senate, the Professional Association of Campus Employees (PACE), and the Utah Valley University Student Association (UVUSA).

**3.16 Responsible office:** The university department or division responsible for overseeing the communication, implementation, interpretation, and enforcement of a specific policy. The responsible office is determined for each policy according to the scope of the policy and the



department or division's area of responsibility. There are some policies that require two responsible offices.

**3.17 Substantive revision:** Changes to an existing policy or policy draft that alter the intent, scope, meaning, or application of the policy or policy draft.

**3.18 Summary of Comments Form:** The form that university governance entities use to submit comments and suggested revisions in Stage 2 of the regular policy process and that sponsors and stewards use to respond to such comments.

**3.19 Temporary policy:** A policy that is approved via the temporary policy approval process. The expiration of policy drafts approved through this process are calculated from the end of the month in which the Board of Trustees approved the policy for a specified period not to exceed one year, but may, in unusual circumstances, be extended only with Board of Trustees' approval.

**3.20 University community:** All UVU employees, students, and other stakeholders who receive regular notice of policy drafts.

**3.21 University governance entities:** As defined by Policy 102, University-established governance bodies that include Faculty Senate, Professional Association of Campus Employees (PACE), Utah Valley University Student Association (UVUSA), Academic Affairs Council, and President's Council.

**3.22 University policy:** Authorized by university governance entities, university policies prescribe standards, requirements, restrictions, rights, or responsibilities and support the mission, values, and operation of the University.

## 4.0 POLICY

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

**4.1.1** Utah Code § 76-8-701 through 76-8-718 gives the university president power to regulate, conduct, and enforce law and order on property owned or controlled by the governing board (Board of Trustees). Utah Code § 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 Utah Board of Higher Education has delegated authority to the university president to establish university policies, subject to the approval of the Board of Trustees (Utah Board of Higher Education Policy R220). The Board of Trustees shall consult and advise the president generally and approve or disapprove policy drafts.

**4.1.3** The president, in conjunction with President's Council, oversees the policy approval processes at the University.



**4.1.4** 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:

- 1) Federal and state statutes, regulations, and court rulings
- 2) Board of Higher Education policies
- 3) University policies
- 4) Division, college, and school guidelines, practices, standard operating procedures, and other written institutional expectations within the scope of these entities' authority.
- 5) Department, program, and office guidelines, practices, and standard operating procedures

**4.1.5** 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 must be read consistently with the higher authority and 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 must be consistent with the university policy.

**4.1.6** In the event of a conflict between university policies, 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 by President's Council, the most recently approved policy governs.

**4.1.7** The responsible office for a policy has the authority to interpret, implement, and oversee compliance with that policy. In the event of conflicting views among members of President's Council on the interpretation, implementation, and/or compliance with a specific policy, the matter may be brought before President's Council by any member of President's Council, where the president, in consultation with President's Council, makes the final determination.

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

**4.1.9** 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.

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

**4.1.11** Policy drafts (as defined in section 3.8) do not have the weight of policy and shall not be implemented or enforced prior to the effective date established by Board of Trustees.



## **4.2 University Policy Approval Processes**

**4.2.1** University policies (including new policies, revisions to existing policies, and deletions/suspensions of existing policies) adopted after the enactment of this policy must be approved through one of the following university policy approval processes.

### **4.2.2 Regular Policy Approval Process**

**4.2.2.1** New policies, substantive revisions of existing policies, and deletions of existing policies shall be processed through the regular policy approval process (as outlined in section 5.10).

**4.2.2.2** Limited scope revisions may be processed through the regular policy approval process. University governance entities and university community members may submit comments only on the policy sections identified as within the scope of the revision.

### **4.2.3 Temporary Policy Approval Process**

**4.2.3.1** New policies, substantive revisions of existing policies, and suspensions of existing policies that are deemed by President's Council 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 policy approval process (as outlined in section 5.11).

**4.2.3.2** Policy drafts imposing new or modified expectations regarding compensation, retention, tenure, promotion, performance review, academic freedom, or disciplinary procedures shall not be processed through the temporary policy approval process. If the law mandates changes to policies addressing these areas, the changes will be processed through the compliance change policy process (see section 4.2.4 and 5.12).

**4.2.3.3** Temporary policies remain in effect for a specified period generally not to exceed one year and cannot be extended without the Board of Trustees' approval. The expiration date of a temporary policy shall be calculated from the end of the month in which the Board of Trustees approved the policy. Temporary policies (including revisions and suspensions) will expire at the conclusion of the specified period, or on the effective date of a policy draft enacted through the regular policy approval process that supersedes or replaces it, 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 policies by up to six months beyond their previously approved expiration date. The Board shall not make this action selectively; an approved extension shall apply to all temporary policies in effect at the time of Board action. The Board may approve an extension only once; additional extensions are not permitted.



#### **4.2.4 Compliance Change Approval Process**

**4.2.4.1** Occasionally, changes in external law or other binding compliance requirements (such as legal, industry, or accreditation standards) may necessitate limited scope revisions to associated university policies. The compliance change process is reserved exclusively for these types of nondiscretionary, limited scope revisions to passages of an existing policy, or the deletion of an existing policy from the Policy Manual, to maintain the University's compliance with external law or other binding compliance requirements (process outlined in section 5.12).

**4.2.4.2** Revisions proposed to policies through this process must be limited in scope to only those specific lines affected by the change in law (or other binding compliance requirement) and only so far as to bring the existing language into compliance. Revisions proposed must be tracked, documented, cross-referenced against the relevant external requirements, and reviewed by the Office of General Counsel or the relevant office responsible for the University's compliance with the requirements.

**4.2.4.3** Proposals for new policies and discretionary revisions to existing policies not required by compulsory requirements are prohibited from this process. If at any time during this process, the policy sponsor or steward, or President's Council (in consultation with the Office of General Counsel), determines that revisions proposed do not meet the criteria outlined in this policy, they may withdraw the policy from this process and resubmit it to President's Council for admission into the appropriate policy approval process.

**4.2.4.4** The policy sponsor or responsible office, in coordination with the Policy Office and Office of General Counsel, shall facilitate making these revisions. General Counsel and the Policy Office shall create an executive summary that lists the limited scope revisions to be made and explains the legal or regulatory requirements for the modifications.

**4.2.4.5** Because these changes are mandated by compulsory requirements, they are nondiscretionary policy revisions and therefore are not subject to the full notice and comment stages that are part of the regular policy approval process; instead, upon President's Council approval of the final draft, the Policy Office shall communicate these changes to university governance entities (Academic Affairs Council, Faculty Senate, PACE, UVUSA) and the university community.

**4.2.4.6** Following President's Council approval, the Board of Trustees may ratify or disapprove the policy.

#### **4.2.5 Non-Substantive Change Approval Process**

**4.2.5.1** The Board of Trustees has delegated to the president the authority to enact non-substantive revisions to existing policy if done through the non-substantive change approval process (as outlined in section 5.13). 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 these policies.



**4.2.5.2** Multiple policy drafts for non-substantive revisions may be bundled together and presented as an omnibus proposal through the non-substantive change approval process.

### **4.3 Policy Review and Maintenance**

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

**4.3.2** For the policies under their purview, each responsible office is responsible for identifying policy actions based on changes in statute and/or regulatory requirements, with assistance and consultation from the Office of General Counsel.

**4.3.3** The Policy Office is responsible for coordinating regular review of each university policy with its policy sponsor, at least once every five years from its effective date. These reviews assess, in consultation with Office of General Counsel, whether policies are still (1) in compliance with applicable laws, regulations, Utah Board of Higher Education policies, etc.; (2) consistent with other university policies addressing related subject matters; and (3) meeting the needs of the University.

**4.3.4** The Policy Office is responsible for maintaining the Policy Manual, as well as a policy archive. The Policy Office facilitates the policy approval process and notifies the university community of executive summaries and policy drafts that are approved by President's Council throughout the stages of the process, as well as new policies and policy revisions that are approved the Board of Trustees for inclusion in the Policy Manual.

**4.3.5** The Office of General Counsel provides legal review of policy drafts as required.

### **4.4 References to University Policy in Print and Online**

**4.4.1** 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 process. University websites that contain policies must link directly to the official policies in the Policy Manual on the UVU Policy Office website instead of uploading and posting separate copies of the policies.

## **5.0 PROCEDURES**

### **5.1 Initiation of Policy Actions**

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

**5.1.2** If the policy sponsor from the responsible office for the policy supports the recommendations, they shall submit the proposed policy action in an executive summary to President's Council for approval to enter one of the University's policy approval processes.





**5.1.3** If a policy sponsor wishes to initiate a policy action related to an existing policy for which another policy sponsor is responsible, the initiating policy sponsor shall notify the responsible policy sponsor prior to presenting their proposed policy action President's Council. Upon approval of the proposed policy action, President's Council shall determine if the policy will be co-sponsored by the two policy sponsors.

## **5.2 Executive Summary Development and Approval**

**5.2.1** Policy sponsors or policy stewards shall submit requests for proposed policy actions (the creation of new policies, deletion of existing policies, suspension of existing policies, and revision of existing policies) on the *Executive Summary Form*. On this form, policy sponsors or stewards shall state what policy action they are proposing and the justification for the policy action. For new policies or revisions to existing policies, they should also include suggested policy revisions and proposed members of the policy drafting committee. They may also include supporting documentation to aid those who review and approve the proposal.

**5.2.2** The policy sponsor or stewards shall submit the executive summary to the Policy Office. The Policy Office reviews the executive summary for clarity and to ensure all necessary information is included, and then schedules the executive summary for President's Council review to request entrance into Stage 1 of one of the policy approval processes.

**5.2.3** Except for policies with limited scope changes in the regular process, the temporary process, and the compliance change process, the Policy Office will not accept a policy draft before President's Council has approved the corresponding executive summary for entrance to Stage 1.

## **5.3 Policy Drafts**

**5.3.1** Policy drafts must 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, or the entire text of an existing university policy being proposed for suspension or deletion).

**5.3.2** To facilitate the policy approval process, policy drafts must comply with formatting standards established by President's Council and the Policy Office. Policy drafts must include the use of the following standard sections: purpose, references, definitions, policy, and procedures.

**5.3.3** Policy revisions may encompass the entire text of a policy or may be limited in scope to specific sections.

**5.3.4** Policy revisions shall be indicated by 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 (clean copy), and one document containing the existing policy language with strikethrough showing proposed deletions and underline showing proposed additions.



#### **5.4 Policy Drafting Committee**

**5.4.1** The policy sponsor or policy steward may organize a policy drafting committee to assist the policy steward with research and development of a policy draft, in consultation with the Policy Office to ensure consistency of voice and quality of writing. If appropriate, the drafting committee may include a member of the Office of General Counsel to provide ongoing legal input.

**5.4.2** In consultation with the Office of General Counsel and the Policy Office as needed, the policy drafting committee shall research applicable federal, state, and local laws; Utah Board of Higher Education policies; similar policies at other universities; related policies at UVU; and other information pertinent to the policy draft.

**5.4.3** The policy sponsor or policy steward shall consult with the Office of General Counsel to determine the need for additional legal review of a policy draft after the Policy Office conducts its Stage 1 draft editorial review. The policy sponsor or policy steward shall obtain and incorporate feedback from the Office of General Counsel.

#### **5.5 Policy Office Review**

**5.5.1** To request President's Council approval for an executive summary or policy draft to move to the next policy approval process stage, policy sponsors or policy stewards shall submit completed executive summaries and policy drafts to the Policy Office for an editorial review and assessment of the document's readiness to be considered by President's Council.

**5.5.2** When the Policy Office completes its editorial review of Stage 1 and 2 drafts, the policy steward and sponsor shall submit the draft to the Office of General Counsel if a legal review is required.

**5.5.3** The policy sponsor or policy steward shall submit the executive summary or policy draft to the Policy Office with sufficient time, in accordance with Policy Office procedures, for this assessment and for distribution to and review by Policy Subcommittee and President's Council prior to the meeting in which it shall be considered.

#### **5.6 Equity Assessment Committee (EAC) Review**

**5.6.1** After the Policy Office and the Office of General Counsel have completed their reviews, the Equity Assessment Committee shall conduct their review of Stage 1 policy drafts going through the regular policy approval process. They shall submit in writing their findings and recommendations to improve the policy to the drafting committee, the Policy Office, and Office of General Counsel for consideration. The policy steward and sponsor shall respond in writing to the EAC, indicating how they will adopt EAC recommendations or explaining why they will not adopt the EAC recommendations. The policy sponsor and steward will submit their responses to the EAC findings and recommendations with the proposed Stage 2 policy draft to the policy subcommittee and President's Council. (This section will go into effect on January 1, 2022.)



## **5.7 Policy Subcommittee Review**

**5.7.1** In coordination with policy sponsors or stewards, the Policy Office will schedule proposed Stage 2 and Stage 3 policy drafts for review by Policy Subcommittee. If during Stage 3 no feedback was received and no revisions were made, the policy sponsor and steward may submit the policy draft directly to President's Council.

**5.7.2** Policy Subcommittee recommends drafts for submission to President's Council. The committee may recommend substantive and non-substantive changes to the policy draft before submission to President Council.

## **5.8 President's Council Review**

**5.8.1** Policy sponsors shall present executive summaries for proposed policy actions to President's Council. Policy sponsors and stewards shall present policy drafts to President's Council for advancement in the policy process.

**5.8.2** A policy sponsor may withdraw an executive summary or policy draft at any time in the policy approval process prior to a vote by the Board of Trustees.

**5.8.3** President's Council shall review executive summaries and policy drafts for content, need, conflict with existing policies, and duplication of existing policies. After reviewing the executive summary or policy draft, policy sponsors shall advise President's Council on whether the executive summary or policy draft 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. Any decision and substantive feedback from President's Council shall be recorded in the minutes of that meeting.

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

## **5.9 Review by Board of Trustees**

**5.9.1** The policy sponsor shall present the policy draft to the Board of Trustees for review or may withdraw the policy draft at any time prior to the Board's vote. The Board of Trustees shall consult and advise the president generally and approve or disapprove policy drafts (Utah Board of Higher Education Policy R220).

**5.9.2** If the Board of Trustees disapproves a policy draft 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 draft, or (b) remand the policy draft to the policy sponsor and to an appropriate stage of the approval process.



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

**5.9.4** The actions of the Board of Trustees shall be recorded in the minutes of that meeting.

### **5.10 Regular Policy Approval Process**

**5.10.1** The regular policy approval process engages university governance entities and the university community for input on the development of new policies, limited scope or substantive revisions of existing policies, and deletions of existing policies. The regular policy approval process is a four-stage process by which policies are vetted and approved at the University.

#### **5.10.2 Regular Policy Approval Process—Preapproval**

**5.10.2.1** Prior to beginning policy drafting or revision, policy sponsors or stewards must develop the required executive summary and submit it to the Policy Office. The Policy Office reviews the executive summary to ensure the included documentation is comprehensive and complete.

**5.10.2.2** Upon submission of a completed executive summary, the Policy Office, in consultation with the policy sponsor and policy steward, will schedule a time for them to present the executive summary to President's Council for approval (see section 5.2).

**5.10.2.3** President's Council shall approve or disapprove an executive summary. Upon approval of an executive summary, the proposed policy action enters Stage 1 and the policy sponsor and policy steward may assemble a policy drafting committee and begin drafting or revising the policy.

#### **5.10.3 Regular Policy Approval Process Stage 1—Policy Drafting and Revision**

**5.10.3.1** During Stage 1, the policy sponsor or policy steward (and their policy drafting committee, if applicable) conducts research and drafts the policy, in consultation with the Policy Office.

**5.10.3.2** Policy sponsors and stewards shall have six months to complete their Stage 1 draft unless the need for more time is stipulated in their executive summary or they receive an extension approved by President's Council. If a Stage 1 draft is not completed within six months or the timeframe stipulated in the executive summary, the Policy Office shall consult with the policy sponsor and steward to determine whether the policy will be withdrawn from the process or an extension will be requested.

**5.10.3.3** When the policy sponsor or policy steward determines the policy draft is ready to move forward, they submit the proposed Stage 2 draft to the Policy Office for editorial assessment (see section 5.5). The Policy Office reviews the policy draft to ensure it conforms to Policy Office



formatting standards, contains all required sections, and meets editorial standards of clarity and consistency.

**5.10.3.4** Upon completion of the Policy Office editorial review, the Office of General Counsel conducts any required legal review of the draft policy.

**5.10.3.5** The Office of General Counsel, the Policy Office, and the policy sponsor and steward work together to coordinate revisions to the draft policy.

**5.10.3.6** After the Policy Office and the Office of General Counsel have completed their reviews, the Equity Assessment Committee (EAC) shall conduct their review process (see section 5.6).

**5.10.3.7** Upon completion of the EAC review process and in coordination with the Policy Office, the policy sponsor or policy steward submits the policy draft to policy subcommittee and then to President's Council (see sections 5.7 and 5.8).

#### **5.10.4 Regular Policy Approval Process Stage 2—Review by University Governance Entities**

**5.10.4.1** Following President's Council approval, the Policy Office shall post the approved Stage 2 policy draft to the Policy Office website and notify university governance entities that the policy draft is ready for their review and feedback.

**5.10.4.2** The policy steward shall contact university governance entities and act as a resource during the review period. The policy steward shall present the policy draft to the university governance entities, answer questions, gather feedback, and provide more information as needed.

**5.10.4.3** During the academic year, university governance entities shall have 60 days from the date President's Council approves the policy draft for Stage 2 to review it and to provide the policy sponsor and/or policy steward with written comments. If policy drafts are advanced to Stage 2 with fewer than 60 days remaining before the end of spring semester, President's Council shall determine whether the review of the policy draft should be suspended until the first day of the following fall semester, when the review period for university governance entities shall begin again and the university governance entities shall have up to 60 days to provide the policy sponsor and/or policy steward with written feedback. At the request of the policy sponsor or policy steward and at the discretion of President's Council, university governance entities may be granted an additional 60 days to review Stage 2 policy drafts.

**5.10.4.4** University governance entities shall provide their official comments in writing to the policy sponsor or steward. The policy sponsor or policy steward shall review the comments and document their written responses on the *Summary of Comments Form*, indicating whether suggested revisions will be incorporated into the policy draft or providing reasons why the suggested revisions will not be incorporated.



**5.10.4.5** The policy sponsor or policy steward submits this document as part of the proposed Stage 3 policy draft to the Policy Office, who will schedule the proposed Stage 3 draft for review by Policy Subcommittee and President's Council.

**5.10.4.6** President's Council reviews and approves the policy draft to move forward to Stage 3. During this review, President's Council may make substantive or non-substantive revisions to the policy draft.

### **5.10.5 Regular Policy Approval Process Stage Three—Review by University Community**

**5.10.5.1** When President's Council approves a policy draft for Stage 3, President's Council shall determine the length of time allotted for the university community review, which shall not be fewer than seven and not greater than 21 calendar days.

**5.10.5.2** Following President's Council approval, the Policy Office shall post the approved Stage 3 policy draft with the completed *Summary of Comments Form* to the Policy Office website, notify the university community that the policy draft, comments, and responses are posted for review, and indicate the closing date for feedback on the policy draft.

**5.10.5.3** University community members may submit comments during Stage 3 to the Policy Office or to the policy sponsor or policy steward.

**5.10.5.4** If comments are received during Stage 3, the policy sponsor or policy steward shall review the comments and document their written responses on the *Summary of Comments Form*, indicating whether suggested revisions will be incorporated into the policy draft or providing reasons why the suggested revisions will not be incorporated.

**5.10.5.5** The policy sponsor or policy steward includes this documentation as part of the proposed Stage 4 policy draft to the Policy Office, who will schedule the policy draft for review by President's Council (and Policy Subcommittee, if applicable).

**5.10.5.6** Generally, President's Council does not make substantive revisions to the policy draft in Stage 3; if they do, these changes must be documented on the *Summary of Comments Form*. President's Council may also remand the policy draft to a previous stage for further development if substantive revisions are needed.

### **5.10.6 Regular Policy Approval Process Stage Four—Review by Board of Trustees**

**5.10.6.1** When President's Council approves a policy draft for Stage 4, the Policy Office shall post the approved Stage 4 policy draft to the Policy Office website and notify the university community that the policy draft, comments, and responses are posted for review.

**5.10.6.2** The Policy Office notifies the Office of the President that policy drafts are ready to be presented to the Board of Trustees for their review at their next scheduled meeting (see section 5.9).



**5.10.6.3** After the Board of Trustees approves a policy draft, the Policy Office notifies the university community.

**5.10.6.4** If the approved policy draft is a new policy, the Policy Office posts the new policy in the Policy Manual.

**5.10.6.5** If the approved policy draft is a revision of an existing policy, the Policy Office posts the revised policy in the Policy Manual in the place of the existing policy. The existing policy is then moved to the policy archive.

**5.10.6.6** If the approved policy draft is a deletion of an existing policy, the Policy Office removes the policy from the Policy Manual and places into the policy archive.

**5.10.6.7** If required by Utah Board of Higher Education policy, the Policy Office shall forward a copy of the new or revised university policy to the Utah Board of Higher Education.

### **5.10.7 Pause of Regular Policy Approval Process in Extraordinary Circumstances**

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

### **5.11 Temporary Policy Approval Process**

**5.11.1** The temporary policy approval process is reserved for new policies, limited scope revisions or substantial revisions of existing policies, or suspensions of existing policies that are deemed by President's Council to be crucial and that must be processed in a shorter time period than is possible through the regular policy approval process.

**5.11.2** If it is anticipated that a permanent university policy will be needed at the time of the expiration of a temporary policy, the appropriate policy sponsor will recommend and oversee the development and advancement of a policy draft through the regular policy approval process.

**5.11.3** Policy drafts imposing new or modified expectations regarding compensation, retention, tenure, promotion, performance review, academic freedom, or disciplinary procedures shall not be processed in the temporary policy approval process. If the law mandates changes to policies addressing these areas, the changes will be processed through the compliance change policy process (see section 4.2.4 and 5.12).

### **5.11.4 Temporary Policy Approval Process—Preapproval**

**5.11.4.1** Policy sponsors or stewards must develop the required executive summary and submit it to the Policy Office for approval (see section 5.2).



**5.11.4.2** President’s Council shall approve or disapprove an executive summary. Upon approval of an executive summary, the policy sponsor and steward may assemble a policy drafting committee and begin drafting or revising the policy.

#### **5.11.5 Temporary Policy Approval Process Stage 1—Policy Drafting and Revision**

**5.11.5.1** In consultation with the Policy Office, policy sponsors or policy stewards shall conduct research and draft the policy with their writing committee. They shall submit the proposed Stage 2 draft to the Policy Office for editorial assessment (see section 5.5).

**5.11.5.2** In coordination with the Policy Office, the policy sponsor or policy steward shall present the policy draft to Policy Subcommittee and then to President’s Council (see sections 5.7 and 5.8).

**5.11.5.3** Members of President’s Council must have a reasonable opportunity to review the temporary policy draft before approving the policy draft to advance to the Board of Trustees.

**5.11.5.4** If approved by President’s Council, the temporary policy draft enters Stage 2 of the temporary policy approval process to be reviewed by the Board of Trustees.

#### **5.11.6 Temporary Policy Approval Process Stage 2—Review by Board of Trustees**

**5.11.6.1** Following approval from the Board of Trustees (see section 5.9), temporary policies remain in effect for a specified period generally not to exceed one year and cannot be extended without the Board of Trustees’ approval. The expiration date of a temporary policy shall be calculated from the end of the month in which the Board of Trustees approved the policy. Temporary policies (including revisions and suspensions) will expire at the conclusion of the specified period, or on the effective date of a policy draft enacted through the regular policy approval process that supersedes or replaces it, whichever occurs first.

**5.11.6.2** A temporary 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 draft is enacted through the regular policy approval process prior to the expiration date of a temporary policy, it shall expire and be moved from the Policy Manual to the policy archive.

**5.11.6.3** A temporary 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 is enacted through the regular policy approval process or a new temporary policy enacted through the temporary policy approval process prior to the expiration date of a temporary policy, the prior university policy shall be returned to the Policy Manual in its previous state.

**5.11.6.4** A university policy that is suspended via the temporary policy approval process shall have its 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; however, in its place will be an executive summary that states the reason for the suspension. If no relevant policy draft or action is approved through the regular approval process prior to the expiration date of the temporary suspension, the university policy that was suspended shall go back into effect and be returned to the Policy Manual in its previous state.

## **5.12 Compliance Change Approval Process**

### **5.12.1 Compliance Change Approval Process–Preapproval**

**5.12.1.1** In consultation with the Policy Office and the Office of General Counsel, the policy sponsor and steward develop an executive summary that documents the reason the changes must be made and lists the limited scope or substantial revisions to be made. They shall also develop the policy draft with required revisions. Both these documents shall be submitted to the Policy Office for editorial review.

**5.12.1.2** Following their editorial review, the Policy Office shall submit the executive summary and policy draft to the Office of General Counsel. The Office of General Counsel shall review the executive summary and policy draft or delegate the review to the appropriate subject matter expert responsible for the University’s compliance with the relevant area. The Office of General Counsel, or subject matter expert, shall provide to the Policy Office a written recommendation on the requested actions. The Policy Office shall schedule the executive summary, policy draft, and the recommendation for review by President’s Council.

**5.12.1.3** On the scheduled date of President’s Council review, the policy sponsor and steward shall present it to President’s Council for approval.

### **5.12.2 Compliance Change Approval Process–Approval**

**5.12.2.1** Upon President’s Council approval, the Policy Office shall post the revised policy with a new effective date and shall communicate the policy action to all university governance entities and the university community. The communication must clearly explain the mandate for the changes and why the policy changes were not appropriate for the usual shared governance processes for input from the university community. The pre-existing policy will be archived.

**5.12.2.2** At their next regularly scheduled meeting, the Board of Trustees may ratify the policy. If they disapprove the policy, it will be remanded back to the policy sponsor and steward for further modification and the pre-existing policy shall remain in effect.

## **5.13 Non-substantive Change Approval Process**

**5.13.1** The non-substantive change 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.

### **5.13.2 Non-substantive Change Approval Process—Preapproval**

**5.13.2.1** The Policy Office shall develop an executive summary listing the proposed general non-substantive changes to be made.

### **5.13.3 Non-substantive Change Approval Process Stage 1—Policy Revision and Approval**

**5.13.3.1** The Policy Office shall submit the executive summary to President's Council. President's Council shall approve or disapprove the proposed non-substantive changes.

**5.13.3.2** If President's Council determines that the proposed revisions are substantive or that substantive revisions would be required to satisfactorily revise the policy, the executive summary may be dismissed or placed in the regular or temporary policy approval process.

**5.13.3.3** Upon President's Council approval, the Policy Office shall post the executive summary as a news item on the Policy Office website.

**5.13.3.4** The Policy Office shall submit a detailed list of the approved changes to the Office of General Counsel for review. Upon approval from General Counsel, the Policy Office shall implement and document the changes.

### **5.13.4 Non-substantive Change Approval Process Stage 2—Post-Approval**

**5.13.4.1** The Policy Office shall post the revised policy or policies in the Policy Manual in place of the existing policy or policies to be replaced. The retired policy or policies shall be placed in the policy archive.

**5.13.4.2** The effective date of policies with non-substantive changes does not change. The Policy Office shall document non-substantive changes and the date they were implemented in the history table of each policy and in a permanent record.



<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	UVU Board of Trustees
June 24, 2021	Revised policy, regular process, approved.	UVU Board of Trustees