



UTAH VALLEY UNIVERSITY

Policies and Procedures

Proposed Policy Number and Title: 131 Editing and Review of Official and Other Publications		
Existing Policy Number and Title: 131 Editing and Review of Official and Other Publications		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date: December 21, 2021, Stage 4 draft		
President's Council Sponsor: Kara Schneck	Ext.	
Policy Steward: Matt Chambers	Ext.	

POLICY APPROVAL PROCESS DATES	
Policy Drafting and Revision Entrance Date: 7/8/2021 University Entities Review Entrance Date: 7/8/2021 Close Feedback: 10/1/2021 University Community Review Entrance Date: 12/9/2021 Open Feedback: 12/9/2021 Close Feedback: 12/17/2021 Board of Trustees Review Entrance Date: 12/21/2021 Approval Date:	POST APPROVAL PROCESS Verify: <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update Policy Office personnel who verified and posted this policy to the University Policy Manual Name: Date posted and verified:



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POLICY TITLE	Editing and Review of Official and Other Publications	Policy Number	131
Section	Governance, Organization, and General Information	Approval Date	September 17, 1992
Subsection	Publications, Reports, Research, and Records	Effective Date	September 17, 1992
Responsible Office	Vice President of University Communications		

1.0 PURPOSE

1.1

2.0 REFERENCES

2.1

3.0 DEFINITIONS

3.1 Official publication: Includes, but is not limited to, the catalog, employee newsletter, program and general brochures, class schedules, policies and procedures manuals, advertising, and press releases.

4.0 POLICY

4.1 All official publications of the University shall be proofread and/or edited by University Marketing and Communications to ensure accuracy, consistency, and timeliness.

4.2 University Marketing and Communications also has the right to review, monitor, proofread, and edit other materials that leave the University. Generally, such things as correspondence with the public, faculty presentations at conferences, and routine reports are not included.

5.0 PROCEDURES

5.1



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POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
September 17, 1992	Policy approved.	UVU Board of Trustees

Policy Office Draft



Executive Summary: Policy 131 *Editing and Review of Official and Other Publications*

Date: July 6, 2021
Sponsor: Kara Schneck
Steward: Matt Chambers
Policy Process: Regular
Policy Action: Deletion

We request the deletion of this policy because it is out of date and the University's editorial processes have changed greatly since the policy's inception.

Suggested Changes: Delete the policy.

Requested Approval from President's Council: Regular, Stage 1 and 2

Proposed Drafting Committee: Not applicable

Target Date for Stage 1 Draft to Enter Stage 2: [Click here to enter a date.](#)

Target Date for Board of Trustees Review: [Click here to enter a date.](#)

[Leave blank. To be filled in by the Policy Office.]
