

# UTAH TECH UNIVERSITY

## POLICY APPROVAL TIMELINE – NOVEMBER 2023



Policy Owners and Policy Stewards requesting policy changes at the Board of Trustees meeting on **November 10, 2023** must adhere to the following approval timeline:

July 31	Deadline to submit a Policy Action Request Form	Initiate Policy Action Request Form at <a href="https://utahtech.edu/policy-inquiry">https://utahtech.edu/policy-inquiry</a> . The PSC will release a policy draft template in HighQ for Owner(s)/Steward(s) to complete a markup draft.
Aug 4	Upload Policy Drafts	Policy Owner/Steward completes policy revision in HighQ and comments to @Policy that the policy draft is ready for Legal Review I.
Aug 11	Legal Review I	Policy reviewed by OGC. Comments sent to Policy Owner/Steward for incorporation into policy draft.
Aug 16	Public Comment Drafts Due	Policy drafts due from Policy Owner in HighQ for public comment. Comment @Policy in HighQ when ready. <b>14-day public comment period of August 18 – September 1</b>
Sept 8	Review and Respond to Public Comments	Policy Owner/Steward must review and respond to all public comments by this date. <b>Revise draft and comment to @Policy in HighQ by 5:00 p.m.</b>
Sept 22	Legal Review II	Policy reviewed by OGC. Comments sent to Policy Owner/Steward for incorporation into final draft.
Sept 28	Final Drafts Due for AC Meeting	Complete final markup drafts + all addenda and comment to @Policy in HighQ for Academic Council's meeting agenda.
<b>Oct 3</b>	<b>Academic Council (AC) Meeting</b>	Academic Council votes to approve/deny policy request changes.
Oct 5	Final Drafts Due for UC Meeting	Complete final markup drafts and comment to @Policy in HighQ for University Council's meeting agenda.
<b>Oct 10</b>	<b>University Council Meeting</b>	University Council votes to approve/deny policy request changes.
Oct 20	Final Drafts Due for BOT Meeting Agenda	Complete final draft for Board of Trustees' meeting agenda. <i>If any changes were made after UC, official Policy Owner approval is required.</i>
<b>Nov 2</b>	<b>Policy Steering Committee Meeting</b>	Policy Owner/Steward presents to PSC and Board of Trustee Policy Subcommittee.
<b>Nov 10</b>	<b>Board of Trustees</b>	Policy Owner presents for final approval.
Nov 17	Policy Library	Approved policies posted online within the Policy Library.

**All policy drafts must be submitted on the official policy template and they must adhere to Policy Writing Style Guidelines.**

**UTAH TECH POLICY STEERING COMMITTEE - POLICY@UTAHTECH.EDU**