

Dixie State University

Policy Approval Timeline—March 2022



DSU Policy Owners and Policy Stewards requesting ANY policy changes on March 11, 2022 at the Board of Trustees meeting must adhere to the following approval timeline:

Nov 4, 2021	Policy Request Form + Draft Due to PSC	Complete and submit a Policy Request Form and Draft of Policy (one clean + one mark-up + all addenda) to the Policy Steering Committee at https://dixie.edu/policylibrary/ .
Nov 4 – 11, 2021	Initial Legal Review	Policy initially reviewed by Office of General Counsel. Comments sent to Policy Owner/Steward for incorporation into policy draft for comment period.
Nov 18, 2021	Public Comment Drafts Due	Email policies@dixie.edu legally reviewed policy drafts (one clean + one mark-up + all addenda), with Policy Owner’s official approval. 30-day public comment period of November 22 – December 21, 2021
Jan 10	Review and Respond to Public Comments	Policy Owner/Steward must have reviewed and responded to all public comments by this date. Post-comment draft due by 5:00 p.m. on this date.
Jan 11-25	Legal Review	Policy reviewed by Office of General Counsel. Comments sent to Policy Owner/Steward for incorporation into final draft.
Feb 1	Academic Council (AC) Meeting	If the policy is an Academic policy, AC approval is required to move forward. <i>Any changes from meeting need to be reflected in University Council draft.</i>
Feb 3	Final Drafts Due for UC Meeting	Email policies@dixie.edu final drafts (one clean + one mark-up + all addenda), with official Policy Owner’s approval, for University Council’s meeting agenda
Feb 8	University Council Meeting	University Council votes to approve/deny policy request changes.
Feb 18	Final Drafts Due for BOT Meeting Agenda	Email policies@dixie.edu final drafts (one clean + one mark-up + all addenda) for Board of Trustees’ meeting agenda. <i>If any changes were made after UC, official Policy Owner approval is required.</i>
Mar 3	Policy Steering Committee Meeting	Policy Owner/Steward presents to PSC and Board of Trustee Policy Subcommittee.
Mar 11	Board of Trustees	Policy Owner presents for final approval.
Mar 16-18	Policy Library	Approved policies posted online within the Policy Library.

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