

Dixie State University

Policy Approval Timeline—November 2021



DSU Policy Owners and Policy Stewards requesting ANY policy changes on November 12, 2021 at the Board of Trustees meeting must adhere to the following approval timeline:

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| July 26 | 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/ |
| Jul 27 – Aug 2 | 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. |
| Aug 9 | Public Comment Drafts Due | Email policies@dixie.edu policy drafts for comment period (one clean + one mark-up + all addenda), with Policy Owner’s official approval. 30-day full public comment period of August 11 – September 9 |
| Sept 13 | 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. |
| Sept 14-28 | Legal Review | Policy reviewed by Office of General Counsel. Comments sent to Policy Owner/Steward for incorporation into final draft. |
| Oct 5 | 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> |
| Oct 7 | 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 |
| Oct 12 | University Council Meeting | University Council votes to approve/deny policy request changes. |
| Oct 22 | 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> |
| Nov 4 | Policy Steering Committee Meeting | Policy Owner/Steward presents to PSC and Board of Trustee Policy Subcommittee |
| Nov 12 | Board of Trustees | Policy Owner presents for final approval |
| Nov 17-19 | 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.