

Utah Tech University

Policy Approval Timeline – April 2023



Utah Tech Policy Owners and Policy Stewards requesting policies on April 28, 2023 at the Board of Trustees meeting must adhere to the following approval timeline:

By Jan 17	Initiate Policy Request Form	Initiate Policy Request Form online at https://utahtech.edu/policy-inquiry
Jan 18	Upload Policy Drafts	Upload a Draft of Policy (one clean + one mark-up + all addenda) to the Policy Steering Committee through email link provided.
Jan 19 – 25	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.
Jan 31	Public Comment Drafts Due	Upload revised policy drafts for comment period (one clean + one mark-up + all addenda) through provided email link. 30-day public comment period of February 1 – March 2, 2023
March 7	Review and Respond to Public Comments	Policy Owner/Steward must have reviewed and responded to all public comments by this date. Post-comment draft must be uploaded by 5:00 p.m. on this date.
March 8 - 24	Legal Review	Policy reviewed by Office of General Counsel. Comments sent to Policy Owner/Steward for incorporation into final draft.
March 30	Final Drafts Due for AC Meeting	Upload final drafts (one clean + one mark-up + all addenda) through provided email link for Academic Council's meeting agenda.
April 4	Academic Council (AC) Meeting	Academic Council votes to approve/deny policy request changes.
April 6	Final Drafts Due for UC Meeting	Upload final drafts (one clean + one mark-up + all addenda) through provided email link for University Council's meeting agenda.
April 11	University Council Meeting	University Council votes to approve/deny policy request changes.
April 13	Final Drafts Due for BOT Meeting Agenda	Upload 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>
April 18	Policy Steering Committee Meeting	Policy Owner/Steward presents to PSC and Board of Trustee Policy Subcommittee.
April 28	Board of Trustees	Policy Owner presents for final approval.
May 1 - 3	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.