

Utah Tech University

Policy Approval Timeline – March 2023



Utah Tech Policy Owners and Policy Stewards requesting policies on March 10, 2023 at the Board of Trustees meeting must adhere to the following approval timeline:

By Nov 29	Initiate Policy Request Form	Initiate Policy Request Form online at https://utahtech.edu/policy-inquiry
Nov 30	Upload Policy Drafts	Upload a Draft of Policy (one clean + one mark-up + all addenda) to the Policy Steering Committee through email link provided.
Dec 1 - 7	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.
Dec 12	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 December 13 – January 12, 2023
Jan 17	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.
Jan 18 - 30	Legal Review	Policy reviewed by Office of General Counsel. Comments sent to Policy Owner/Steward for incorporation into final draft.
Feb 2	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.
Feb 7	Academic Council (AC) Meeting	Academic Council votes to approve/deny policy request changes.
Feb 9	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.
Feb 14	University Council Meeting	University Council votes to approve/deny policy request changes.
Feb 17	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>
Mar 2	Policy Steering Committee Meeting	Policy Owner/Steward presents to PSC and Board of Trustee Policy Subcommittee.
Mar 10	Board of Trustees	Policy Owner presents for final approval.
Mar 13 - 15	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