

Utah Tech University
Policy Approval Timeline — November 2022



Utah Tech Policy Owners and Policy Stewards requesting policies on November 11, 2022 at the Board of Trustees meeting must adhere to the following approval timeline:

By Aug 1	Initiate Policy Request Form	Initiate Policy Request Form online at https://utahtech.edu/policy-inquiry
Aug 3	Upload Policy Drafts	Upload a Draft of Policy (one clean + one mark-up + all addenda) to the Policy Steering Committee through email link provided.
Aug 4 – 10	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 15	Public Comment Drafts Due	Upload revised policy drafts for comment period (one clean + one mark-up + all addenda) through provided email link. 20-day public comment period of August 16 – September 2
Sept 9	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.
Sept 12 - 23	Legal Review	Policy reviewed by Office of General Counsel. Comments sent to Policy Owner/Steward for incorporation into final draft.
Sept 29	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.
Oct 4	Academic Council (AC) Meeting	Academic Council votes to approve/deny policy request changes.
Oct 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.
Oct 11	University Council Meeting	University Council votes to approve/deny policy request changes.
Oct 21	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>
Nov 3	Policy Steering Committee Meeting	Policy Owner/Steward presents to PSC and Board of Trustee Policy Subcommittee.
Nov 11	Board of Trustees	Policy Owner presents for final approval.
Nov 14 - 16	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.