

# Utah Tech University

## Policy Approval Timeline – January 2023

**Utah Tech Policy Owners and Policy Stewards requesting policies on January 27, 2023 at the Board of Trustees meeting must adhere to the following approval timeline:**

By Oct 19	Initiate Policy Request Form	Initiate Policy Request Form for each policy and addenda online at <a href="https://utahtech.edu/policylibrary/">https://utahtech.edu/policylibrary/</a>
Oct 21	Revise Policy Drafts	Revise policy draft or template in High-Q, using <i>Word</i> track changes to create a mark-up version.
Oct 24 - 28	Legal Review I	Policy initially reviewed by Office of General Counsel. Comments sent to Policy Owner/Steward for incorporation into policy draft for comment period.
<b>Nov 2</b>	<b>Public Comment Drafts Due</b>	Revised and/or new policy drafts due in High-Q for public comment. <b>30-day public comment period of November 3 – December 3</b>
Dec 9	Review and Respond to Public Comments	Policy Owner/Steward must have reviewed and responded to all public comments by this date. <b>Post-comment draft must be completed in High-Q by 5:00 p.m. on this date.</b>
Dec 12 - 22	Legal Review II	Policy reviewed by Office of General Counsel. Comments sent to Policy Owner/Steward for incorporation into final draft.
Jan 5, 2023	Final Drafts Due for AC & UC Meetings	Policy Owner/Steward will leave a comment in High-Q that the draft in High-Q is final. PSC Co-chairs release mark-up draft + all addenda via in High-Q for Academic Council's AND University Council's meeting agenda.
<b>Jan 10, 2023 (AM)</b>	<b>University Council Meeting</b>	University Council votes to approve/deny policy request changes.
<b>Jan 10, 2023 (PM)</b>	<b>Academic Council (AC) Meeting</b>	Academic Council votes to approve/deny policy request changes.
Jan 12, 2023	Final Drafts Due for BOT Agenda	Complete final drafts (one mark-up + all addenda) for Board of Trustees' meeting agenda. <i>If any changes were made after UC, Policy Owner approval is required.</i>
<b>Jan 19, 2023</b>	<b>Policy Steering Committee Meeting</b>	Policy Owner/Steward presents to PSC and Board of Trustee Policy Subcommittee.
<b>Jan 27, 2023</b>	<b>Board of Trustees</b>	Policy Owner presents for final approval.
Jan 30 – Feb 1, 2023	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 [Policies@utahtech.edu](mailto:Policies@utahtech.edu)