

# UTAH TECH UNIVERSITY

## POLICY APPROVAL PROCESS TIMELINE – SEPTEMBER 2024



Policy Owners and Policy Stewards requesting *NON-ACADEMIC OR NON-STUDENT* policy changes at the Board of Trustees meeting on **September 27, 2024**, must adhere to the following approval timeline:

July 1	Deadline to submit Policy Request Form	Initiate Policy Request Form at <a href="https://utahtech.edu/policy-inquiry">https://utahtech.edu/policy-inquiry</a> . The PSC will release a policy draft template in HighQ for Owner(s)/Steward(s) to complete a draft.
July 8	Policy draft due	Policy Owner/Steward completes policy revision in HighQ and comments to @Policy that the policy draft is ready for Legal Review I.
July 15	Legal Review I	Policy reviewed by OGC. Comments sent to Policy Owner/Steward for incorporation into policy draft.
July 22	Public Comment drafts due	Policy drafts due. Comment @Policy in HighQ when ready. <b>14-day public comment period of July 23 – August 6</b>
Aug 9	Review and respond to public comments	Policy Owner/Steward must review and respond to all public comments by this date. <b>Revise draft and comment to @Policy in HighQ by 5:00 p.m.</b>
Aug 13	Legal Review II	Policy reviewed by OGC. Comments sent to Policy Owner/Steward for incorporation into final draft.
Aug 29	Final draft due for Academic Council	Complete final draft + all addenda and comment to @Policy in HighQ for Academic Council's meeting agenda.
<b>Sept 3</b>	<b>Academic Council</b>	Academic Council will review policies that were already through comment period during Spring Semester 2024.
Sept 5	Final draft due for University Council	Complete final draft + all addenda and comment to @Policy in HighQ for University Council's meeting agenda.
<b>Sept 10</b>	<b>University Council</b>	University Council votes to approve/deny policy request changes.
Sept 13	Final draft due for BOT Agenda	Complete final draft + all addenda for Board of Trustees' meeting agenda. <i>If any changes were made after UC, official Policy Owner approval is required.</i>
<b>Sept 19</b>	<b>Policy Steering Committee</b>	Policy Owner/Steward presents to PSC and Board of Trustee Policy Subcommittee.
<b>Sept 27</b>	<b>Board of Trustees</b>	Policy Owner presents for final approval.
Oct 4	Policy Library	Approved policy posted in the Policy Library.

**All policy drafts must be submitted on the official policy template, and they must adhere to Policy Writing Style Guidelines.**