

Utah Tech University Policy

101: Policy on Policies



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I. Purpose

- 1.1 Through this policy, Utah Tech University (“the University”) seeks to create an environment in which the University’s policies are designed and implemented to promote the University’s mission, core values, goals, and objectives, while in compliance with state and federal laws and regulations and reflecting best practices in higher education. This Policy also promotes the principles of clarity, consistency, continuity, efficiency, accessibility, and transparency while protecting and supporting students, staff, faculty, and University resources.
- 1.2 The University adheres to the principle that the perspectives of faculty, staff, and students should be appropriately considered in the development of University Policies. Representative bodies are consulted in the process of creating, revising, and retiring Policies.

II. Scope

- 2.1 Unless explicitly stated otherwise in the Policy’s Scope, each University Policy applies to all Utah Tech University faculty, staff, and students, as well as visitors to University Premises and users of University resources.
- 2.2 University Policies supersede other University, college, department, program, or office guidelines, practices, rules, handbooks, or procedures.

III. Definitions

- 3.1 **Addendum/Addenda:** An Addendum is content, published or referenced, in Section VII of a University Policy. Addenda must be approved through the Policy Approval Process.
- 3.2 **Approval Date:** The Approval Date is the date a University Policy proposal

is approved by the University Board of Trustees.

- 3.3 **Non-substantive Revision:** A Non-substantive Revision is a change to an existing policy or policy proposal to correct typographical and grammatical errors, change policy format, and/or update University or reference information. A Non-substantive Revision will be noted in the History Section as “Editorial.”
- 3.4 **Policy Approval Process:** The Policy Approval Process is the series of policy development steps for creation, review, revision, deletion, and voting based on published policy review deadlines, which include a 14-day or 30-day comment period, legal review of drafts, and voting by representative bodies.
- 3.5 **Policy Steering Committee (PSC):** The PSC is comprised of broad University representation from faculty, staff, and students. The PSC steers policy writing, development, revision, and deletion of policy drafts through the Policy Approval Process and assists owners in the prioritization of policies. The Policy Steering Committee (PSC) maintains University Policies.
- 3.6 **Policy Owner:** A Policy Owner must be a member of the President’s Cabinet or the Executive Director of Human Resources. A Policy Owner oversees University Policies for their area(s) of responsibility.
- 3.7 **Policy Steward:** A Policy Steward is an individual or committee who, under the direction of a Policy Owner and in conjunction with the PSC, facilitates the development and advancement of a policy proposal through the Policy Approval Process.
- 3.8 **Substantive Revision:** A Substantive Revision is a change that alters the intent, scope, meaning, or application of a University Policy.
- 3.9 **University Policy:** Current University Policies are posted on the University Policy Website (utahtech.edu/policylibrary). University Policies prescribe standards, requirements, restrictions, rights, or responsibilities and support the mission, values, and operation of the University. In this document, the terms “policy” and “policies” refer to University Policies. Policies may not exist except at the University level. Divisions, colleges, departments, programs, offices, etc., may have guidelines, practices, handbooks, and standard operating procedures if they comport with University Policy.

IV. Policy

- 4.1 All Policy ownership lies with Policy Owners. Policy Owners and Policy Stewards are responsible for drafting, reviewing, updating, or deleting policies, on a regular basis, within their area(s) of responsibility.
- 4.2 University Policy will be considered, evaluated, or revised according to the following priority and precedence:
 - 4.2.1 Federal and State legal requirements and/or administrative regulations
 - 4.2.2 Utah Board of Higher Education Policies
 - 4.2.3 University Policies
 - 4.2.4 Division/College rules, regulations, procedures, guidelines, etc.
 - 4.2.5 Accreditation requirements
 - 4.2.6 Department/program and office rules, regulations, procedures, guidelines, etc.
- 4.3 Regular Review of Policy
 - 4.3.1 University Policies and Policy action requests proceed through the Policy Approval Process as outlined in Section VI, Procedures. Exceptions include extraordinary circumstances and Non-substantive Revisions.
 - 4.3.2 The PSC coordinates regular and ongoing review of University policies.
 - 4.3.2.1 A University Policy should be reviewed seven (7) years after the Approval Date and every seven (7) years thereafter.
 - 4.3.3 Policy reviews should involve appropriate Policy Owners, Policy Stewards, and University stakeholders, and focus on the following:
 - 4.3.3.1 Compliance with applicable law, regulations, and Utah Board of Higher Education policies.
 - 4.3.3.2 Consistency with other University policies covering related content.
 - 4.3.3.3 Effectiveness of the policy to assist in accomplishing the University's mission.

4.3.3.4 Currency of information and format.

4.4 Compliance with Policy Approval Timelines

4.4.1 Policy Steering Committee Co-chairs will create and publish the Policy Approval Timelines to guide policies as they progress through the Policy Approval Process. Policy Approval Timelines will be based on Academic Council's, University Council's, and Board of Trustees' meeting dates. Policy creation and revisions may be approved by the President, or designee, outside of the Policy Approval Timeline due to extraordinary circumstances.

4.4.2 Policy Approval Timelines provide expected deadlines, due dates, and periods for each step of the Policy Approval Process. Visit the Policy Library's website for current Policy Approval Timelines.

4.5 Extraordinary Circumstances

4.5.1 When circumstances require action to create, revise, or withdraw a University Policy within a shorter or different timeframe than can be accomplished through the scheduled Policy Approval Timelines, the President may determine that a policy shall be put into effect without prior presentation to the divisions, colleges, departments, programs, committees, councils, or other representative bodies, and/or without the prior approval by, or consultation with, voting councils (e.g., Academic Council, University Council, Board of Trustees) that would otherwise be required. Any policy put into effect in such a manner may subsequently be presented to the voting council(s) at the next available opportunity for ratification, disapproval, or recommendations or presented as an informational item.

4.5.2 If a recommendation or requirement of a regulatory agency, statutory or regulatory change, or judicial or administrative mandate creates the need for a new policy, policy revision, or policy retirement, legal counsel may advise the PSC to make needed policy changes and present such changes for approval to the President's Cabinet and/or Board of Trustees in the most expeditious manner possible, including foregoing other input and approval measures.

4.6 Non-substantive Revision of Policy

4.6.1 The PSC is empowered to make Non-substantive Revisions to existing policies.

4.6.2 Under no circumstance may the PSC create new policies, make substantive revisions to current policies, or delete existing policies without the appropriate approvals, including University Council and the Board of Trustees.

4.6.3 A Non-substantive Revision to an existing policy does not constitute the enactment of a new or revised policy and does not change the approval or effective dates of such policies.

4.7 Policy Library and Archive

4.8 The University shall maintain a searchable library of current policies accessible through the University's website. Within the Policy Library, the University may provide an archive of revisions and access to previous versions of policies, as well as accurate recording of approval and implementation dates. To the extent possible, policies that interface or cover related content shall be linked.

V. References

5.1 Policy Review and Approval Flow Chart, utahtech.edu/policylibrary

5.2 Policy-Writing Style Guide, utahtech.edu/policylibrary

5.3 Policy Review Approval Timelines, utahtech.edu/policylibrary

VI. Procedures

6.1 New or Revised Policy and Associated Addendum/Addenda

6.1.1 Any University employee, subject expert, or student can submit a Policy Action Request Form to the PSC.

6.1.2 Requests to create, revise, or delete a Policy or Policy Addendum/Addenda shall be submitted to the PSC using the approved Policy Action Request Form, including the reason for the requested action, summary of the request, and impacted stakeholders.

6.1.2.1 The Policy Owner determines if the requested policy action shall move forward in the Policy Approval Process.

6.1.2.2 The PSC will assign a Policy Owner when a new policy is proposed.

6.1.2.3 The PSC works with the Policy Owner and Policy Steward to

guide policy actions through the Policy Approval Process.

6.2 Policy Approval Process

6.3 Policy Steering Committee Co-Chairs will review the policy request and, if approved, release a draft policy template in the Policy workflow software to the Owner(s) and Steward(s) to create a markup draft or a clean draft of the proposed policy.

6.3.1 Policy Addendum/Addenda cited or revised must be drafted and submitted at the same time as the parent Policy to progress in the Policy Approval Process.

6.3.2 After a Policy and associated Policy Addenda drafts have been completed, Policy drafts will be reviewed and/or revised by the Office of General Counsel and the Policy Steering Committee Co-Chairs. General Counsel's recommended revisions must be approved, or not approved, by the Policy Owner and/or Policy Steward before the policy draft may progress to Public Comment.

6.3.3 Public Comment: The Policy draft will be posted on the Policy Library's website for a minimum of 14 days and up to 30 days. Any University employee or student may comment or recommend changes to the Policy draft during the Public Comment period.

6.3.4 During and after the Public Comment period, the Policy Owner and/or Steward will review, consider, and respond to Public Comments. Recommended revisions that are deemed advisable will then be made by the Policy Owner and/or Steward.

6.3.5 Policy drafts revised after Public Comment will undergo a second legal review by the Office of General Counsel. After the second legal review, the Policy Owner and Policy Steward may approve/not approve recommended changes and revise the Policy draft based on the Office of General Counsel's recommendations.

6.3.6 The Policy Steering Committee Co-chairs will submit completed Policy draft(s) for approval to the appropriate voting councils according to the Policy Approval Timeline deadlines.

6.3.6.1 Academic or Academic-related policy drafts must be approved by Academic Council, University Council, and Board of Trustees unless processed under Sections 4.5 or 4.6.

6.3.6.2 Non-academic related policy drafts must be approved by University Council and University Board of Trustees unless

processed under Sections 4.5 or 4.6.

6.3.7 The University Board of Trustees has final approval for creation, revision, or deletion of University Policy and Policy Addenda unless processed under Sections 4.5 or 4.6.

6.4 Deletion of Policy

6.4.1 A Policy that is no longer effective, required, or that has been subsumed by another Policy may be recommended for deletion by any University entity or employee. The Policy Owner will review the recommendation and direct, if appropriate, the Policy deletion through the Policy Approval Process in coordination with the Policy Steering Committee.

6.4.2 If the Policy recommended for deletion requires revision to another University Policy for the Policy to be deleted, the revised Policy shall progress through the Policy Approval Process simultaneously, or prior to, the deletion of the Policy recommended for deletion.

VII. Addenda –N/A

Policy Owner: President

Policy Steward: Policy Steering Committee

History:

Approved 9/11/15 (replaced 101 Policy Creation, Revision and Approval Process)

Revised 1/26/18

Revised 7/31/19

Revised 03/13/2020

Editorial 07/01/22

Revision 4/28/23 (replaced 101: Policy Process)

Editorial 10/18/23 (changed the policy approval timeline from every five years to every seven years).