

UTAH VALLEY UNIVERSITY
Policies and Procedures

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Proposed Policy Number and Title: 101 Policy Governing Policies (TEMP EMERG)		
Existing Policy Number and Title: 101 Policy Governing Policies		
Approval Process*		
<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input checked="" type="checkbox"/> Revision-LIMITED SCOPE	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

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Draft Number and Date: <u>Temporary Emergency, Limited Scope, 2/25/2016 Draft</u> President's Council Sponsor: <u>Linda Makin</u> Ext. _____ Policy Steward: <u>Karen Clemes</u> Ext. _____
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POLICY APPROVAL PROCESS DATES	
Policy Drafting and Revision Entrance Date: <u>02/25/2016</u> University Entities Review Entrance Date: <u>Not Applicable</u> University Community Review Entrance Date: <u>Not Applicable</u> Open Feedback: <u>Not Applicable</u> Close Feedback: <u>Not Applicable</u> Board of Trustees Review Entrance Date: <u>03/30/2016</u> Approval Date: <u>MM/DD/YYYY</u>	POST APPROVAL PROCESS Verify: <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update Policy Office personnel who verified and posted this policy to the University Policy Manual Name: _____ Date posted and verified: <u>MM/DD/YYYY</u>

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POLICY TITLE	Policy Governing Policies	Policy Number	101
Section	Governance, Organization, and General Information	Approval Date	December 9, 2010
Subsection	Governance and Organization	Effective Date	December 9, 2010
Responsible Office	Policy Office		

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1.0 PURPOSE

1.1 In an effort to promote transparency, collaboration, efficiency, and institutional integrity, Utah Valley University (UVU) develops, approves, disseminates, implements, and maintains university policies.

1.2 This policy sets forth a policy framework for Utah Valley University; establishes approval processes for policy proposals that create, revise, suspend, and delete university policies; and describes the responsibilities of the individuals and entities involved in the university policy approval processes.

2.0 REFERENCES

2.1 Utah Code Ann. Sections 53B-2-106(2)(b) and (d)

2.2 Utah Code Ann. Sections 76-8-701 through 76-8-718

2.3 Utah State Board of Regents' Policy R220, Delegation of Responsibilities to the President and Board of Trustees

3.0 DEFINITIONS

3.1 Approval date: The approval date is the date a policy proposal is approved by the UVU Board of Trustees.

3.2 Effective date: The effective date is the date a policy proposal goes into effect and shall be on or after the approval date.

3.3 Expedited policy approval process: The expedited policy approval process is the approval process for non-substantive revisions of existing policies. The approval of non-substantive revisions via the expedited policy approval process does not constitute the enactment of a new or revised policy and does not change the approval or effective date of such policies.



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3.4 Non-substantive revisions: Non-substantive revisions are changes to an existing policy or policy proposal that correct typographical and grammatical errors, change policy format, and/or update university or reference information.

3.5 Policy drafting committee: A policy drafting committee is organized to assist the policy steward in the research and development of policy proposals. A policy drafting committee shall be comprised of representatives of the university entities likely to be affected by the policy proposal.

3.6 Policy manual: The policy manual is the central repository for all university policies. The UVU policy manual is publically available via electronic media maintained by the Policy Office.

3.7 Policy proposal: A policy proposal is a compilation of written documents for the creation, revision, suspension, or deletion of a university policy in one of the policy approval processes. A policy proposal may include drafts of new and revised policies, a statement regarding deletions of existing policies, and supporting documents.

3.8 Policy recommendation: A policy recommendation is a suggestion for a change to a university policy that occurs prior to stage one of a policy approval process. A policy recommendation becomes a policy proposal when it is advanced into one of the policy approval processes by the President’s Council.

3.9 Policy sponsor: A policy sponsor is an individual who is responsible for reviewing and overseeing university policies for his or her area(s) of responsibility and for appointing policy stewards. These individuals, in conjunction with the Policy Office, oversee the development and advancement of policy proposals through the policy approval processes. Only designated members of the President’s Council may serve as policy sponsors, specifically the university president, the vice presidents, and the presidents of the Faculty Senate, Professional Association of Campus Employees (PACE), and Utah Valley University Student Association (UVUSA).

3.10 Policy steward: A policy steward is an individual who, under the direction of a policy sponsor and in conjunction with the Policy Office, facilitates the development and advancement of a policy proposal through the university policy approval processes.

3.11 President’s Council: The President’s Council is a body convened by the university president. One of its responsibilities is to play a central role in the policy governance of the institution. For the purpose of policy governance, the university president, the vice presidents, and the presidents of the Faculty Senate, Professional Association of Campus Employees (PACE), and Utah Valley University Student Association (UVUSA), may serve as policy sponsors, and may appoint policy stewards.



85 **3.12 Regular policy approval process:** The regular policy approval process is the approval
86 process for most new policies, substantive revisions of existing policies, and deletions of existing
87 policies. Non-substantive revisions may also be processed through the regular policy approval
88 process.

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90 **3.13 Substantive revision:** Substantive revisions are changes that alter the intent, scope,
91 meaning, or application of a university policy or policy proposal.

92
93 **3.14 Temporary emergency policy:** A temporary emergency policy is a policy approved via the
94 temporary emergency policy approval process. Policy proposals approved through this approval
95 process remain in effect for a specified period not to exceed one year and shall not be renewed.

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97 **3.15 Temporary emergency policy approval process:** The temporary emergency policy
98 approval process is the approval process for temporary emergency new policies, substantive
99 revisions of existing policies, and suspensions of existing policies. This approval process is
100 reserved for policy proposals that the university president deems to be crucial and that must be
101 processed in a shorter time period than is possible through the regular approval process.

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103 **3.16 University community:** The university community shall be defined to consist of all UVU
104 employees, students, and other stakeholders who receive regular notice of policy proposals.

105
106 **3.17 University entities:** University entities shall be defined as the Dean's Council, Faculty
107 Senate, Professional Association of Campus Employees (PACE), and Utah Valley University
108 Student Association (UVUSA), all of which shall be given the opportunity to review policy
109 proposals in the regular approval process.

110
111 **3.18 University policy:** University policies are maintained by the Policy Office in the policy
112 manual. University policies often prescribe standards, requirements, restrictions, rights, or
113 responsibilities and support the mission, values, and operation of the university. In this
114 document, the terms *policy* and *policies* refer to university policies. Policies may not exist except
115 at the university level. Divisions, colleges, schools, departments, programs, offices, etc. may
116 have guidelines, practices, and standard operating procedures.

4.0 POLICY

4.1 Policy Authorization, Hierarchy of Policies, and Policy Interpretation

122
123 **4.1.1** Utah Code Sections 76-8-701 through 76-8-718 give the president power to regulate,
124 conduct, and enforce law and order on property owned or controlled by the governing board
125 (Board of Trustees). Utah Code Section 53B-2-106 provides the president with delegated powers
126 and authority in order to assure the effective and efficient administration and operation of the



127 University, including the ability to enact rules for administration and operation of the University.
128 UVU Policy 101 and the provisions herein do not limit this power or how it is exercised.

129
130 **4.1.2** The Board of Regents has delegated authority to the university president to establish
131 university policies, subject to the approval of the Board of Trustees (Board of Regents' Policy
132 R220, Section 4.4). The Board of Trustees shall consult and advise the president generally and
133 (a) approve or (b) disapprove policy proposals.

134
135 **4.1.3** The Board of Trustees has delegated to the president the authority to enact non-substantive
136 revisions to existing policy if done through the expedited policy approval process. Non-
137 substantive changes shall be reported by the president to the Board of Trustees at their next
138 regular meeting. Non-substantive changes to existing policies do not constitute the enactment of
139 a new or revised policy and do not change the approval or effective date of such policies.

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141 **4.1.4** The president oversees the policy approval processes at UVU and empowers the
142 President's Council and its policy sponsors to play a central role in policy governance.

143
144 **4.1.5** University policies are the official policies of the University. Unless expressly stated to the
145 contrary, they are binding on university employees, students, and persons visiting or using the
146 facilities or resources of the University. University policies exist within the following hierarchy
147 of authority listed in the order below:

148
149 **4.1.5.1** Federal and State Statutes, Regulations, and Court Rulings

150
151 **4.1.5.2** Board of Regents policies

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153 **4.1.5.3** University policies

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155 **4.1.5.4** Division, college, and school guidelines, practices, and standard operating procedures

156
157 **4.1.5.5** Department, program, and office guidelines, practices, and standard operating procedures

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159 **4.1.6** In the event of a conflict between documents at different levels in the hierarchy of
160 authority, the higher-level authority governs and the subordinate, lower-level document shall be
161 read consistently with the higher authority and shall be revised to that effect. Moreover,
162 guidelines, practices, standard operating procedures, forms, checklists, protocols, criteria,
163 deadlines, or any other means of implementing or complying with a university policy shall be
164 consistent with the university policy.

165
166 **4.1.7** In the event of a conflict between university policies, the President's Council shall
167 determine which policy or policies shall be revised or deleted through a policy approval process
168 to resolve the conflict. In the absence of a determination of the President's Council, the most
169 recently approved policy governs.



170
171 **4.1.8** In the event of a disagreement among policy sponsors (see 3.9) on interpretation,
172 implementation, and/or compliance with a specific policy, the president, in consultation with the
173 President's Council, makes the final decision.

174
175 **4.1.9** Alleged violations, misinterpretations, or misapplications of university policies may be
176 addressed in accordance with university policies and federal and Utah state law.

177
178 **4.1.10** Policies shall be enforced prospectively, beginning on the effective date as established by
179 Board of Trustees action. Policies shall not be enforced retrospectively unless mandated by law.

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181 **4.1.11** All sections of university policy have the weight of policy and shall be interpreted
182 accordingly.

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184 **4.2 Policy Approval Processes**

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186 **4.2.1** University policies adopted after the enactment of this policy must be approved through
187 one of the following policy approval processes.

188
189 **4.2.2 Regular approval process** (process outlined in 5.6)

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191 **4.2.2.1** New policies, substantive revisions of existing policies, and deletions of existing policies
192 shall be processed through the regular approval process. Non-substantive revisions of existing
193 policies may also be processed through the regular approval process.

194
195 **4.2.3 Temporary emergency approval process** (process outlined in 5.7)

196
197 **4.2.3.1** New policies, substantive revisions of existing policies, and suspensions of existing
198 policies that are deemed by the president to be crucial and that must be processed in a shorter
199 time period than is possible through the regular approval process shall be processed through the
200 temporary emergency approval process.

201
202 **4.2.3.2** Policy proposals related to tenure, rank, and conditions of employment shall not be
203 processed through the temporary emergency policy approval process unless mandated by law.

204
205 **4.2.3.3** Temporary emergency policies remain in effect for a specified period not to exceed one
206 year and cannot be renewed. Temporary emergency policies (including revisions and
207 suspensions) will expire at the conclusion of the specified period or on the effective date of a
208 relevant policy proposal enacted through the regular approval process, whichever occurs first.

209
210 **4.2.4 Expedited approval process** (process outlined in 5.8)

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212 **4.2.4.1** Non-substantive revisions of existing policies may be processed through the expedited
213 approval process. Multiple policy proposals for non-substantive revisions may be bundled
214 together and presented as an omnibus proposal through the expedited approval process. The
215 approval of non-substantive revisions does not constitute the enactment of a new or revised
216 policy and does not change the approval or effective date of such policies.

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218 **4.3 Review and Maintenance**

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220 **4.3.1** Members of the President's Council who serve as policy sponsors are responsible for
221 reviewing and addressing the policy needs of their areas of responsibility.

222

223 **4.3.2** The Policy Office shall maintain the policy manual as well as a policy archive. The Policy
224 Office shall facilitate the policy approval processes and notify the university community of
225 policy proposals that are approved by the Board of Trustees.

226

227 **4.3.3** Printed versions of policies that occur in university handbooks, catalogs, etc., shall include
228 a disclaimer that official university policies are located in the policy manual and are subject to
229 change via the policy approval processes. University web sites that contain policies shall link to
230 the official policies in the policy manual instead of posting separate copies of policies.

231

232 **4.3.4** The Policy Office shall coordinate a regular review of university policies with the policy
233 sponsors. Each policy shall be reviewed on five-year intervals from its effective date, at a
234 minimum. The reviews shall assess whether policies are still (a) in compliance with applicable
235 laws, regulations, Board of Regents' policies, etc.; (b) consistent with other university policies
236 addressing similar subject matters; (c) current with the university policy format, personnel,
237 position, and entity information; and (d) meeting the needs of the University.

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5.0 PROCEDURES

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243 **5.1.** Any university employee, entity, or student may make recommendations regarding
244 university policy to a policy sponsor.

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246 **5.1.1** If the policy sponsor supports the recommendations, he or she or a potential policy steward
247 shall present the recommendations to the President's Council via the Policy Office.

248

249 **5.1.2.** If the President's Council determines that the recommendations warrant such action, the
250 recommendations shall be advanced into the appropriate policy approval process as a policy
251 proposal and a policy sponsor and policy steward shall be officially assigned by the president.

252

253 **5.2 Policy Proposals**

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255 **5.2.1** Policy proposals shall contain the policy in its entirety (i.e., the entire text of a proposed
256 new policy; the entire text of an existing university policy and all proposed revisions; and the
257 entire text of an existing university policy being proposed for suspension or deletion). Policy
258 proposals may contain supporting documentation to aid the individuals and entities that are
259 reviewing and approving the proposal.

260
261 **5.2.2** To facilitate the policy approval processes, a proposed new policy or a proposed revision to
262 an existing policy shall comply with formatting standards established by the President's Council
263 and Policy Office including the use of the following policy sections: purpose, references,
264 definitions, policy, and procedures.

265
266 **5.2.3** Policy proposals for revision may encompass the entire text of a policy or may be limited
267 in scope to specific sections or parts.

268
269 **5.2.4** Policy proposals for revisions shall use strikethrough for deletions of existing language and
270 underline for additions to existing language. In cases where extensive revisions are proposed,
271 two documents shall be required: one document containing the proposed policy language with no
272 revision marks, and one document containing the existing policy language with strikethrough
273 and underline showing the proposed deletions and additions, respectively.

274
275 **5.2.5** Policy proposals do not have the weight of policy and shall not be implemented prior to the
276 effective date established by the Board of Trustees.

277 **5.3 Policy Drafting Committee**

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280 **5.3.1** The policy sponsor or policy steward may organize a policy drafting committee to assist
281 the policy steward. The policy sponsor and policy steward shall work with the Policy Office to
282 ensure consistency of voice and quality of writing.

283
284 **5.3.2** The policy drafting committee, [in consultation with the General Counsel as needed](#), shall
285 research applicable federal, state, and local laws; Board of Regents' policies; similar policies at
286 other universities; related policies at UVU; and other information pertinent to the policy
287 proposal.

288
289 **5.3.3** If the policy proposal is for a new policy or the revision of an existing policy, the policy
290 drafting committee shall, in conjunction with the Policy Office, develop and write a new or
291 revised policy draft.

292
293 **5.3.4** If the policy proposal is for the suspension or the deletion of a policy, the policy drafting
294 committee shall write a statement regarding whether the policy should be suspended or deleted.

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297 **5.3.5** The Policy Office, ~~and the~~ policy sponsor, and the General Counsel are responsible for
298 determining the need for legal review of a policy proposal. If deemed appropriate, the policy
299 sponsor shall obtain and incorporate the feedback of ~~the Utah Attorney General's Office~~ the
300 General Counsel.

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302 **5.4 President's Council Review**

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304 **5.4.1** To facilitate President's Council review, the policy recommendation (if written) or policy
305 proposal shall be submitted to the Policy Office for an assessment of its readiness to be
306 considered by President's Council. The policy recommendation (if written) or policy proposal
307 shall be submitted to the Policy Office with sufficient time for this assessment and for
308 distribution to and review by the President's Council prior to the meeting in which it shall be
309 considered.

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311 **5.4.2** Policy recommendations shall be presented to President's Council by potential policy
312 sponsors or stewards. Policy proposals shall be presented to President's Council by the assigned
313 policy sponsors and stewards.

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315 **5.4.3** Policy recommendations or policy proposals may be withdrawn by a policy sponsor at any
316 time in the policy approval processes prior to a vote by the Board of Trustees.

317
318 **5.4.4** The President's Council shall review policy recommendations and proposals for content,
319 need, conflict with existing policies, and duplication of existing policies. After reviewing the
320 policy recommendations or policy proposal, policy sponsors (see 3.9) shall advise the president
321 on whether the policy recommendation or proposal should be (a) advanced to the next stage, (b)
322 remanded to the policy sponsor and policy steward for further development or to a previous
323 stage, or (c) dismissed. The president's decision, and any substantive feedback of the President's
324 Council, shall be recorded in the minutes of that body.

325
326 **5.4.5** The policy sponsor or policy steward shall incorporate feedback of the President's Council
327 before submitting a revised version of the policy proposal to the Policy Office for the next stage
328 of the policy approval process.

329
330 **5.5 Review by Board of Trustees**

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332 **5.5.1** The president shall present the policy proposal to the Board of Trustees for its review and
333 may withdraw it at any time prior to a vote on the policy proposal. The Board of Trustees shall
334 consult and advise the president generally and (a) approve or (b) disapprove policy proposals
335 (Board of Regents Policy R220 4.4).

336
337 **5.5.2** If the Board of Trustees disapproves a policy proposal that would likely be approved with
338 non-substantive revisions, the president may (a) make the non-substantive revisions at the Board



339 of Trustees meeting and request approval of the revised policy proposal, or (b) remand the policy
340 proposal to the policy sponsor and to an appropriate stage of the approval process.

341
342 **5.5.3** If the Board of Trustees disapproves a policy proposal that would likely be approved with
343 substantive revisions, the president may remand the policy proposal to the policy sponsor and to
344 an appropriate stage of the approval process.

345
346 **5.5.4** The actions of the Board of Trustees shall be recorded in the minutes of that body.

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348 **5.6 Regular Policy Approval Process**

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350 **5.6.1** The regular policy approval process is used for new policies, substantive revisions of
351 existing policies, and deletions of existing policies. Non-substantive revisions may also be made
352 through the regular policy approval process.

353
354 **5.6.2 Preapproval Process (See 5.2.1–5.2.3)**

355
356 **5.6.3 Regular Process Stage One—Policy Drafting and Revision**

357
358 **5.6.3.1** Policy Drafting Committee (See 5.3.1–5.3.5)

359
360 **5.6.3.2** President’s Council Review (See 5.4.1–5.4.5)

361
362 **5.6.4 Regular Process Stage Two—Review by University Entities**

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364 **5.6.4.1** The Policy Office shall post the President’s Council approved policy proposal to the
365 policy website and notify university entities that the proposal is ready for their review and
366 feedback.

367
368 **5.6.4.2** The policy steward shall contact the university entities and act as a resource during the
369 review period.

370
371 **5.6.4.3** During the academic year, university entities shall have up to 60 days from the date of
372 notification by the Policy Office to review the policy proposal and to provide the policy sponsor
373 and/or policy steward with written feedback. If policy proposals are advanced to stage two with
374 fewer than 60 days remaining before the end of spring semester, the review of the policy
375 proposal may be suspended until the first day of the following fall semester, when the review
376 period for university entities shall begin again and the university entities shall have up to 60 days
377 to provide the policy sponsor and/or policy steward with written feedback. At the discretion of
378 the President’s Council, university entities may be granted an additional 60 days to review policy
379 proposals.

380



381 **5.6.4.4** The policy sponsor or policy steward shall document the feedback from the university
382 entities and incorporate the feedback into the policy proposal or provide reasons the feedback
383 was not incorporated. This documentation shall be submitted as part of the policy proposal to the
384 Policy Office.

385
386 **5.6.4.5** President's Council Review (See 5.4.1–5.4.5)

387
388 **5.6.4.5.1** The President's Council may make substantive or non-substantive revisions to the
389 policy proposal in this stage.

390
391 **5.6.5 Regular Process Stage Three—Review by University Community**

392
393 **5.6.5.1** The President's Council shall determine the length of time allotted for the university
394 community review, which shall be not less than seven (7) and not greater than 30 calendar days.

395
396 **5.6.5.2** The Policy Office shall post the President's Council approved policy proposal to the
397 policy website, notify the university community that it is posted for review, and indicate the
398 closing date for feedback on the policy proposal.

399
400 **5.6.5.3** The policy sponsor or policy steward shall document the feedback from the university
401 community and incorporate it into the policy proposal or provide reasons the feedback was not
402 incorporated. This documentation shall be submitted as part of the policy proposal to the Policy
403 Office.

404
405 **5.6.5.4** President's Council Review (See 5.4.1–5.4.5)

406
407 **5.6.5.5** The President's Council shall not make substantive revisions to the policy proposal in
408 this stage, but it may remand the policy proposal to a previous stage for further development if
409 substantive revisions are needed.

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411 **5.6.6 Regular Process Stage Four—Review by Board of Trustees (See 5.5.1–5.5.4)**

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413 **5.6.7 Post-Approval Process**

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415 **5.6.7.1** Once a policy proposal has been approved by the Board of Trustees, the Policy Office
416 shall notify the university community in a timely fashion.

417
418 **5.6.7.2** If the policy proposal is for a new policy, the Policy Office shall post the new policy in
419 the policy manual.

420
421 **5.6.7.3** If the policy proposal is for the revision of an existing policy, the Policy Office shall post
422 the revised policy in the policy manual in the place of the existing policy that it is replacing. The
423 existing policy shall be placed in the policy archive.



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5.6.7.4 If the policy proposal is for the deletion of an existing policy, the Policy Office shall delete the policy from the policy manual and maintain it in the policy archive.

5.6.7.5 If required by Board of Regents' policy, a copy of the new or revised university policy shall be forwarded to the Board of Regents.

5.7 Temporary Emergency Policy Approval Process

5.7.1 The temporary emergency policy approval process is reserved for new policies, substantive revisions of existing policies, or suspensions of existing policies that are deemed by the president to be crucial and that must be processed in a shorter time period than is possible through the regular approval process.

5.7.2 If it is anticipated that a university policy will be needed at the time of the expiration of a temporary emergency policy, the president shall designate a policy sponsor to oversee the development and advancement of a policy proposal through the regular approval process.

5.7.3 Policy proposals related to tenure, rank, and conditions of employment shall not be processed in the temporary emergency policy approval process unless mandated by law.

5.7.4 Preapproval Process (See 5.2.1–5.2.3)

5.7.5 Temporary Emergency Process Stage One—Policy Drafting and Revision

5.7.5.1 Policy Drafting Committee (See 5.3.1–5.3.5)

5.7.5.2 President's Council Review (See 5.4.1–5.4.5)

5.7.5.3 The president, the vice presidents, and the presidents of the Faculty Senate, PACE, and UVUSA or their designees must all be present and have a reasonable opportunity to review the temporary emergency policy proposal.

5.7.5.4 Policy sponsors (see 3.9) shall advise the President on the policy proposal. Any substantive feedback and policy sponsor concerns together with the President's decision shall be recorded in the minutes of President's Council.

5.7.6 Temporary Emergency Process Stage Two—Review by Board of Trustees (See 5.5.1–5.5.4)

5.7.7 Post-Approval Process (See 5.6.7)



466 **5.7.7.1** Temporary emergency policies remain in effect for a specified period not to exceed one
467 year and cannot be renewed. Temporary emergency policies (including revisions and
468 suspensions) will expire at the conclusion of the specified period or on the effective date of a
469 relevant policy proposal enacted through the regular approval process, whichever occurs first.
470

471 **5.7.7.2** A temporary emergency policy that is a new policy shall include an expiration date and
472 be clearly identified as “temporary” on the policy itself and in the policy manual. If no relevant
473 policy proposal is enacted through the regular approval process prior to the expiration date of
474 such a policy, it shall no longer be in effect and shall be deleted from the policy manual.
475

476 **5.7.7.3** A temporary emergency policy that is a substantive revision of an existing university
477 policy shall include an expiration date and be clearly identified as “temporary” on the policy
478 itself and in the policy manual. If no relevant policy proposal is enacted through the regular
479 approval process prior to the expiration date of such a policy, the unrevised university policy
480 shall be returned to the policy manual in its previous state.
481

482 **5.7.7.4** A university policy that is suspended via the temporary emergency approval process shall
483 have the expiration date and “temporarily suspended” clearly identified in the policy manual next
484 to the policy number and policy title. The text of a university policy that has been suspended
485 shall not be accessible to the university community via the policy manual. If no relevant policy
486 proposal is enacted through the regular approval process prior to the expiration date of such a
487 policy, the university policy that was suspended shall go back into effect and be returned to the
488 policy manual in its previous state.
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490 **5.8 Expedited Policy Approval Process**

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492 **5.8.1** The expedited policy approval process is reserved for non-substantive revisions of existing
493 university policies. The approval of non-substantive revisions does not constitute the enactment
494 of a new or revised policy and does not change the approval or effective date of such policies.
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496 **5.8.2 Preapproval Process (See 5.2.1–5.2.3)**

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498 **5.8.3 Expedited Process Stage One—Policy Revision**

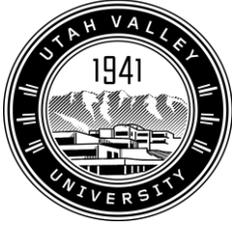
499

500 **5.8.3.1** Policy Drafting Committee (See 5.3.1–5.3.5)
501

502 **5.8.3.2** President’s Council Review (See 5.4.1–5.4.5)
503

504 **5.8.3.3** If the President’s Council determines that substantive revisions are being proposed or that
505 substantive revisions would be required to satisfactorily revise the policy, the policy proposal
506 may be dismissed or placed in the regular or temporary emergency approval process.
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508 **5.8.4 Post-Approval Process (See 5.6.7)**



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5.8.4.1 The Policy Office will prepare and maintain a list of non-substantive changes approved by the President’s Council.

5.8.4.2 The president will present the list of non-substantive changes as an information item to the Board of Trustees at their next scheduled meeting.

5.8.4.3 After the approval of the Board of Trustees, the Policy Office shall post the revised policy in the policy manual in the place of the existing policy that it is replacing. The existing policy shall be placed in the policy archive.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

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Executive Summary: Policy 101 *Policy Governing Policies* (Temporary Emergency/Limited Scope)

Date: February 25, 2016
Sponsor: Linda Makin
Steward: Karen Clemes
Policy Process: **Temporary Emergency**
Policy Action: Limited Scope

Issues/Concerns (including fiscal, legal, and compliance impact):

References to the Attorney General’s Office need to be updated to UVU General Counsel. Text must be added as well that clarifies the General Counsel’s role in the UVU Policy Process.

Suggested Changes:

5.3.2 The policy drafting committee, in consultation with the General Counsel as needed, shall research applicable federal, state, and local laws; Board of Regents’ policies; similar policies at other universities; related policies at UVU; and other information pertinent to the policy proposal.

5.3.5 The Policy Office, ~~and~~ the policy sponsor, and the General Counsel are responsible for determining the need for legal review of a policy proposal. If deemed appropriate, the policy sponsor shall obtain and incorporate the feedback of ~~the Utah Attorney General’s Office~~ the General Counsel.

Requested Approval from President’s Council: Approval to enter Stage 2, Board of Trustees’ review, Temporary Emergency/Limited Scope.

Proposed Drafting Committee: Not applicable.

Projected Timeline: [Leave blank. To be filled in by the Policy Office.]

President’s Council	Board of Trustees			
February 22, 2016	March 31, 2016			