



UTAH VALLEY UNIVERSITY

YEAR SIX |

Policies, Regulations, and Financial Review (PRFR)
Northwest Commission on Colleges and Universities

AUGUST 2023

UVU

2.A.4

The institution's decision-making structures and processes, which are documented and publicly available, must include provisions for the consideration of the views of faculty, staff, administrators, and students on matters in which each has a direct and reasonable interest.

Decision-Making Structures

Decision-making structures and processes at UVU encourage and incorporate the views of faculty, staff, executives, and students on matters in which each has a direct and reasonable interest. This model of shared governance is documented and publicly available in official sources, including policies that prescribe standards, requirements, restrictions, rights, or responsibilities at the university level. Additional sources that document the university's model of shared governance are bylaws, charters, guidelines, practices, and standard operating procedures at the division, school and college, department, and program levels.

President's Cabinet consists of all vice presidents at UVU and also includes general counsel and the chief diversity officer. President's Cabinet is convened under the authority of the president and meets regularly to advise the president on issues that come directly to the attention of the president or are raised by a member of President's Cabinet. President's Cabinet also assists the president with day-to-day operational issues and the development of long-term strategies for matters within the president's purview. Additionally, President's Cabinet serves as a coordinating body to help ensure decision-making structures and processes at UVU occur within the university's established governance structure.

University policy defines roles and rules for decision-making structures and processes at UVU. UVU Policy [102](#) recognizes university governance committees as collaborative bodies that provide consultation, deliberation, discussion, and action within the scope of delegated governance authority. University governance committees are formed, overseen, and managed by a sponsoring university governance entity within their area of authority. Each university governance committee maintains a charter that contains the purpose, duration, scope of decision-making authority, and membership information. Currently, there are 24 university governance committees at UVU that facilitate decision-making for issues that contribute to the overall success of the university. The Office of the President maintains a [list](#) of university governance committees on its website. University governance entities include [President's Council](#), UEC, Academic Affairs Council, [Faculty Senate](#), Professional Association of Campus Employees ([PACE](#)), and [UVUSA](#).

Presidential responsibilities are frequently exercised through President's Council, a decision-making body that advises the president on topics of significant importance and plays a central role in the university's policy process and fiscal management. President's Council is governed by its [charter](#). Convened by the president of UVU, President's Council is the final decision-making body of university administration before seeking approval for appropriate policies, requisitions, and budgets from UVU's Board of Trustees. President's Council holds meetings on a bi-weekly basis and posts agendas and minutes in a Microsoft Teams folder accessible to its members.

UEC operates in accordance with its [charter](#). UEC consists of all university executives, except for the president, and includes relevant support staff. UEC serves as an advisory body to the president on current concerns, changes, or other important issues and serves as a think tank for the university leadership to brainstorm ideas and solutions to the institution's challenges. Convened by the provost and senior vice president of the Academic Affairs Division, UEC meets monthly and posts agendas and minutes in a Microsoft Teams folder accessible to its members.

Academic Affairs Council is governed by UVU Policy 102 and its [charter](#). Academic Affairs Council is comprised of academic deans, executives and relevant support staff in the Academic Affairs Division, and representatives from Faculty Senate and UVUSA. Convened by the provost and senior vice president of the Academic Affairs Division, Academic Affairs Council makes and conveys to the university community the official decisions and positions of UVU's academic executives. Academic Affairs Council meets bi-weekly and posts agendas and minutes in a Microsoft Teams folder accessible to its members.

Faculty Senate is governed by UVU Policy [103](#), the [Bylaws](#) of the Faculty Senate of UVU, and the [Constitution](#) of the Faculty Senate of UVU. Faculty Senate is a representative body of faculty who work collectively to promote the general welfare of the university and serve as the official voice of all faculty in matters of university policy development and shared governance. Faculty Senate membership is comprised of one tenured or tenure-track faculty member from each eligible academic department who are voting members, as well as ex officio members who do not have voting rights and may not hold Faculty Senate office. Convened by its president, Faculty Senate conveys to the university community, including UVU's Board of Trustees, the official opinions and positions of the faculty. Faculty Senate meets bi-weekly and is led by the Faculty Senate Executive Committee, which meets on alternate weeks. Meeting agendas and minutes for the Faculty Senate and Faculty Senate Executive Committee are available on a website maintained by the Office of the Provost.

PACE is governed by UVU Policy 102 and operates in accordance with the PACE [Bylaws](#), the PACE [Constitution](#), and its [charter](#). PACE represents the non-teaching employees at the university, with membership open to all full-time and part-time staff, excluding student employees, faculty members, and executives. PACE represents its members by providing a unified voice to university administration in areas such as benefits, compensation, hiring procedures, leave, performance evaluations, staff grievances, university policies and procedures, and working conditions. Convened by its president, PACE conveys to the university community, including UVU's Board of Trustees, the official opinions and positions of all represented full-time and part-time staff. PACE meets monthly and is led by the PACE Executive Committee, which also meets monthly. Meeting agendas and minutes for the PACE General Board are available on a website maintained by the PACE Executive Committee.

UVUSA operates in accordance with its [charter](#). UVUSA is the student governing association of UVU and consists of all currently enrolled students. UVUSA is charged with representing students on campus committees, creating socialization events, and establishing meaningful, educational interactions between students, faculty, staff, administration, and community.

Convened by its president, UVUSA meets weekly and posts agendas and minutes on the university's student engagement [portal](#) powered by CampusGroups.

The presidents of Faculty Senate, PACE, and UVUSA each serve as voting members of President's Council, and the president of UVUSA serves as a voting member of UVU's Board of Trustees. Additionally, the presidents of Faculty Senate and PACE each attend UVU's Board of Trustees meetings as non-voting members.

Decision-Making Processes

UVU Policy [101](#) establishes that university community members have opportunities to provide input on policy through their elected governance entities within the university's shared governance model. The regular policy process is a four-stage process that engages the university community for input on the development and drafting of new policies, substantive revisions of existing policies, and deletions of existing policies. Resources for the policy process, including the policy pipeline, training, and writing tools, are available on the Policy Office [website](#).

UVU utilizes an internally developed Planning, Budgeting, and Assessment (PBA) [process](#) to guide resource allocations. This annual process connects the resource allocation decision-making process with university and divisional assessment, planning, priorities, and initiatives. Except for sponsored programs and grants, requests for new resources and new salaried positions are submitted through the PBA process, regardless of funding source. In the process of developing and prioritizing requests, university executives are expected to hold discussions within their respective areas and involve their leadership teams and constituent units to identify and prioritize requests. University executives are encouraged to review their prioritized requests with their respective senior university leader prior to the PBA conversations that take place at the university level and communicate their prioritized requests with their leadership team and constituent units. All members of the university community are invited to participate in the PBA conversations, and President's Cabinet develops funding allocations for review by the executive leadership team. Resources for the PBA process, including guidelines and information about the previous and current cycles, are available on the Budget Office website.

<i>Required Evidence for 2.A.4</i>	
Institutional governance policies and procedures	<ul style="list-style-type: none">▪ Policy Manual (101, 102, 103)▪ Policy Office