

UTAH VALLEY UNIVERSITY

YEAR SIX |

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

AUGUST 2023

UVU

APPENDIX J: INSTITUTIONAL REPORT CERTIFICATION FORM

Please use this certification form for all institutional reports (Self-Evaluation, Annual, Mid-Cycle, PRFR, Evaluation of Institutional Effectiveness, Candidacy, Ad-Hoc, or Special)



Institutional Report Certification Form

On behalf of the Institution, I certify that:

- There was broad participation/review by the campus community in the preparation of this report.
- The Institution remains in compliance with NWCCU Eligibility Requirements.
- The Institution will continue to remain in compliance throughout the duration of the institution's cycle of accreditation.

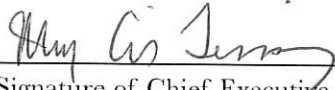
I understand that information provided in this report may affect the continued Candidacy or Accreditation of my institution. I certify that the information and data provided in the report are true and correct to the best of my knowledge.

Utah Valley University

(Name of Institution)

Dr. Astrid S. Tuminez

(Name of Chief Executive Officer)



(Signature of Chief Executive Officer)

August 15, 2023

(Date)

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For the Reviewer

Utah Valley University (UVU) respectfully submits this Policies, Regulations, and Financial Review (PRFR) report as a mission-centered reflection of how the university complied with each of the 29 sub-sections of Northwest Commission on Colleges and Universities (NWCCU) Standard 2: Governance, Resources, and Capacity. UVU prepared this report following information provided in the Guidelines for the Year 6 – Standard 2 – PRFR [document](#) retrieved from the NWCCU website and the Accreditation Liaison Officer (ALO) Winter Townhall [webinar](#) held on February 10, 2023. The PRFR Panel Template [document](#) served as the primary resource for required evidence to demonstrate institutional compliance for each sub-standard. For most sub-standards, additional supplemental evidence has been provided to further demonstrate institutional compliance. Required and supplemental evidence includes both hyperlinked Adobe portable document format (PDF) files and public-facing websites, thereby enabling this PRFR report and all associated evidence to become part of NWCCU’s official records.

UVU designed the format of this PRFR report to facilitate a helpful review among the external peer-panel of experts. This report addresses each of the 29 sub-sections for Standard 2 in separate chapters. Each chapter includes the sub-standard, a narrative describing institutional compliance with the sub-standard, and a table containing required evidence and supplemental evidence, both in alphabetical order. For each sub-standard, evidence is hyperlinked within the table and at the very first mention in the accompanying narrative. All hyperlinked evidence has been set to open in a new browser window. To further facilitate a helpful review, alphabetized lists of acronyms and organizational units at UVU named in the narrative are provided at the front of this report, and a compiled list of evidence categorized by report chapter is provided at the end of this report. Beyond this document, UVU created a public-facing [webpage](#) that contains this PRFR report and all evidence categorized by report chapters.

As indicated in NWCCU’s [letter](#) concerning the Fall 2020 Mid-Cycle Review of UVU, the university does not have any outstanding recommendations. This PRFR report does not contain an addendum or appendix, as all evidence is accessible via hyperlinks included in this document on the accompanying public-facing webpage. While preparing this PRFR report, UVU made every effort to ensure that the information and evidence was accurate, complete, true, and up to date prior to its submission to NWCCU.

For the Reviewer Sources

- [ALO Winter Townhall](#)
- [Guidelines for the Year 6 – Standard 2 – PRFR \(Revised June 2023\)](#)
- [Northwest Commission on Colleges and Universities Year Six: Policies, Regulations, & Financial Review \(2023\) Standard Two: Governance, Resources, and Capacity](#)
- [NWCCU Letter for the Fall 2020 Mid-Cycle Review of UVU](#)
- [PRFR Panel Template](#)



<https://www.uvu.edu/institutional-assessment/accreditation/year-six.html>

List of Acronyms Used in the PRFR Report

Full Phrase	Acronym
Accreditation Board for Engineering and Technology	ABET
Accreditation Liaison Officer	ALO
American College Test	ACT
American Library Association	ALA
Artificial intelligence	AI
Assessment and Learning in Knowledge Spaces	ALEKS
Completion, Quality, and Efficiency	CQE
Coordinated Access to Resources and Education	CARE
Equity, inclusion, and diversity	EID
Excellence in Academic Advising	EAA
Fair Labor Standards Act	FLSA
Family Educational Rights and Privacy Act	FERPA
Federal TRIO Programs	TRIO
Free Application for Federal Student Aid	FAFSA
Generally Accepted Accounting Principles	US GAAP
Government Records Access and Management Act	GRAMA
Grade point average	GPA
Learning management system	LMS
National Academic Advising Association	NACADA
National Collegiate Athletic Association	NCAA
National Council for State Authorization Reciprocity Agreements	NC-SARA
Northwest Commission on Colleges and Universities	NWCCU
Planning, Budgeting, and Assessment	PBA
Policies, Regulations, and Financial Review	PRFR
Portable document format	PDF
Professional Association of Campus Employees	PACE
Retention, Tenure, and Promotion	RTP
Sales Marketing Applied Research Test Laboratory	SMART
Standards Admissions Test	SAT
Strengths, weaknesses, opportunities, and threats	SWOT
University Executive Council	UEC
University Planning Advisory Committee	UPAC
Utah Academic Library Consortium	UALC
Utah Board of Higher Education	UBHE
Utah Higher Education Assistance Authority	UHEAA
Utah System of Higher Education	USHE
Utah Valley University	UVU
UVU Student Association	UVUSA

List of Organizational Units Named in the PRFR Report

- Academic Affairs Division
- Academic Scheduling Office
- Academic Standards Office
- Administration and Strategic Relations Division
- Budget Office
- Bursar's Office
- Campus Services Department
- Campus Store
- College of Health and Public Service
- College of Humanities and Social Sciences
- College of Science
- Contracts Office
- Controller's Office
- Copy Center
- Culture and Talent Department
- Curriculum Office
- Digital Transformation Division
- Department of Architecture and Engineering Design
- Department of Career and Technical Education
- Department of Engineering
- Department of English Success
- Department of Math Success
- Employee Relations Department
- Enrollment Management Office
- Environmental Health and Safety Department
- Equity and Title IX Office
- Event Services Office
- Finance Division
- First-Year Advising Center
- Food Services
- Fulton Library
- Inclusion and Diversity Department
- Institutional Advancement Division
- Internal Audit Office
- Marketing and Communications Division
- Media Relations Department
- Office of Accessibility Services
- Office of Admissions
- Office of Business Intelligence and Research Services
- Office of Equal Opportunity and Affirmative Action
- Office of Faculty Development
- Office of Finance and Business Services
- Office of Financial Aid and Scholarships
- Office of First-Year Experience and Student Retention
- Office of General Counsel
- Office of Graduate Studies
- Office of Inclusive Excellence
- Office of Institutional Effectiveness, Accreditation, and Academic Assessment
- Office of Internal Audit
- Office of Partner Solutions and Support Services
- Office of Platform Technologies
- Office of Risk Management
- Office of Sponsored Programs
- Office of Student Assessment Services
- Office of Student Development and Well-Being
- Office of Student Rights and Accountability
- Office of Teaching and Learning
- Office of Procurement and Contract Services
- Office of the President
- Office of the Provost
- Office of the State Auditor
- Office of University Advising
- Ombuds Office
- People and Culture Division
- Policy Office
- Pre-Professional Advisement Center
- Preventative Maintenance Department
- Registrar's Office
- School of Education
- School of the Arts
- Smith College of Engineering and Technology
- State Attorney General's Office
- Student Affairs Division
- Student Center
- Student Conduct Office
- Student Life and Wellness Center
- Sustainability Outreach Department
- Transfer Credit Department
- University Compliance Office
- University Executive Council
- UVU Online
- Web and Mobile Solutions Department
- Woodbury School of Business

Mission Fulfillment (Executive Summary)

Founded in 1941, UVU is currently the largest public university in the state of Utah. Throughout its history, UVU has responded to its service region's population changes and needs. This responsiveness is evidenced in the university's integrated dual mission, which combines the rigor and richness of a first-rate teaching university with the openness and vocational programs of a community college. UVU's dual-mission approach is central to upholding the university's commitment to student success and engaged learning.

To chart institutional direction, UVU developed its [mission statement](#) following a university-wide process that included consultation with UVU's Board of Trustees. Per Utah System of Higher Education (USHE) Policy [R312](#), UVU's mission statement was approved by UVU's Board of Trustees on [April 16, 2019](#) and the Utah Board of Higher Education (UBHE; formerly known as the State Board of Regents) on [May 17, 2019](#): *Utah Valley University is an integrated university and community college that educates every student for success in work and life through excellence in engaged teaching, services, and scholarship.* UVU's culture supports a mission of student success, which can be fulfilled best in an environment that allows all individuals to thrive personally and professionally. To this end, UVU operates in accordance with the following three core values: exceptional care, exceptional accountability, and exceptional results.

UVU's mission fulfillment efforts are guided by its Vision 2030 strategic plan, a 10-year plan crafted as a living document intended to reflect the university's current goals, needs, and priorities. The first version of Vision 2030 was [adopted](#) by UVU's Board of Trustees in 2019 and included three interdependent action commitments — include, engage, and achieve — that identify thematic areas of activity that lead toward fulfillment of the university's mission. Within each action commitment, three strategic objectives specified ongoing, practical dimensions of the mission that were implemented in operational and organizational plans. As described in UVU's Mid-Cycle Review [document](#), a range of quantitative and qualitative indicators were identified to assess achievement of each strategic objective.

UVU's understanding of its strategic objectives has evolved since their inception due to several extenuating and institutional circumstances, including the COVID-19 global pandemic, impact from economic downturns, implementation of a new structure for Utah's governing board for public colleges and universities, and changes in organizational structures and personnel. During the 2021-2022 academic year, the University Planning Advisory Committee ([UPAC](#)) conducted a strategic analysis under the direction of President Astrid S. Tuminez to assess the university's strengths, weaknesses, opportunities, and threats ([SWOT](#)) in relation to its vision, mission, and goals. Findings from the SWOT analysis were shared widely with university stakeholders in multiple [feedback sessions](#), which in turn informed institutional efforts to update Vision 2030 with new context, revised goals, and relevant language.

UVU's Board of Trustees approved updates to the [Vision 2030](#) strategic plan on [October 20, 2022](#). In this current version of Vision 2030, UVU's mission and action commitments continue to serve as its mission fulfillment framework and updated strategic objectives, priority initiatives, and goals better communicate the vision of the university. Vision 2030 defines areas for focused

effort and resource allocation at UVU, from which campus master plans and academic and administrative units align their efforts, goals, and resources where appropriate.

UVU developed a [Balanced Scorecard](#) to provide an at-a-glance guide for mission fulfillment and achievement of Vision 2030 goals. UVU's Balanced Scorecard translates the Vision 2030 action commitments, strategic objectives, priority initiatives, and goals into a blueprint for action with specific performance measures that use baseline comparisons to monitor and evaluate progress toward established targets. Progress with performance measures is reviewed regularly by the University Executive Council (UEC), a university governance committee led by the Provost and Senior Vice President of the Academic Affairs Division, Dr. F. Wayne Vaught, and whose membership includes all senior university leaders, academic deans, and division executives. UEC also issues recommendations for continuous improvements as needed.

Along with the Balanced Scorecard, UVU leverages additional key indicators for mission fulfillment and achievement of Vision 2030 goals. For example, the Completion, Quality, and Efficiency (CQE) [metrics](#) provide top-level indicators for institutional performance and are focused on supporting the university's goal of reaching a 50% completion rate by 2030. As part of [integrated institutional effectiveness](#), the Handbook for Planning and Assessment at UVU [document](#) delineates a blueprint for planning and assessment activities focused on student learning, support services, and student achievement. Additionally, USHE publishes annual [data books](#), which enables UVU to make peer comparisons with other public institutions of higher education in the state. Furthermore, Utah Code [53B-7-706](#) defines state performance metrics, which the university uses as additional top-level indicators for mission fulfillment and achievement of Vision 2030 goals.

Mission Fulfillment Sources

- [Balanced Scorecard](#)
- [Completion, Quality, & Efficiency \(CQE\) Metrics](#)
- [Handbook for Planning and Assessment at UVU](#)
- [Initial Vision 2030 Plan](#)
- [Mission Statement and Values](#)
- [State Board of Regents Meeting Minutes from May 17, 2019](#)
- [University Planning Advisory Committee \(UPAC\)](#)
- [UPAC SWOT Analysis - May 2022](#)
- [USHE Data Books](#)
- [USHE Policy \(R312\)](#)
- [Utah Code \(53B-7-706\)](#)
- [UVU Integrated Institutional Effectiveness Overview](#)
- [UVU's Board of Trustees Meeting Minutes from April 16, 2019](#)
- [UVU's Board of Trustees Meeting Minutes from October 20, 2022](#)
- [UVU's NWCCU Year 3: Mid-Cycle Review \(2020\)](#)
- [Vision 2030 Refresh Feedback Session Example](#)
- [Vision 2030 Strategic Plan](#)

Eligibility Requirements

UVU attests that it remains compliant with NWCCU's Eligibility Requirements. Throughout this PRFR report, narratives and evidence in the report chapters support each of the Eligibility Requirements.

1. **Operational Status:** The institution has completed at least one year of its principal educational programs and is operational with students actively pursuing its degree programs at the time of NWCCU's acceptance of its Application for Consideration for Eligibility. The institution has graduated at least one class in its principal educational program(s) before NWCCU's evaluation for initial accreditation.
2. **Operational Focus and Independence:** The institution's programs and services are predominantly concerned with higher education. The institution has sufficient organizational and operational independence to be held accountable and responsible for meeting and sustaining NWCCU's Standards for Accreditation and Eligibility Requirements.
3. **Authority:** The institution is authorized to operate and confer degrees as a higher education institution by the appropriate governmental organization, agency, and/or governing board as required by the jurisdiction in which it operates.
4. **Institutional Effectiveness:** The institution demonstrates and publishes evidence of effectiveness and uses ongoing and systematic evaluation and planning to refine its key processes and measures to demonstrate institutional mission fulfillment. Through these processes, it regularly monitors its internal and external environments to determine how and to what degree changing circumstances may impact the institution and its ability to ensure its viability and sustainability.
5. **Student Learning:** The institution identifies and publishes the expected learning outcomes for each of its degree, certificate, or credential programs. The institution engages in regular and ongoing assessment to validate student learning and, consistent with its mission, the institution establishes and assesses student learning outcomes (or core competencies) examples of which include, but are not limited to, effective communication, global awareness, cultural sensitivity, scientific and quantitative reasoning, critical analysis and logical thinking, problem solving, and/or information literacy that are assessed across all associate and bachelor level programs or within a General Education curriculum.
6. **Student Achievement:** The institution identifies and publishes expected outcomes and metrics for student achievement, including, but not limited to, graduation, retention, completion, licensure, and measures of postgraduation success. The indicators of student achievement are disaggregated by race, ethnicity, age, gender, socioeconomic status, first-generation college student, and any other institutionally meaningful categories that are used to help promote student achievement and close barriers to academic excellence and success (equity gaps).
7. **Non-Discrimination:** The institution is governed and administered with respect for the individual in a nondiscriminatory manner while responding to the educational needs and legitimate claims of the constituencies it serves as determined by its mission.
8. **Institutional Integrity:** The institution establishes and adheres to ethical standards in all of its academic programs, operations, and relationships.

9. **Governing Board:** The institution has a functioning governing board(s) responsible for the quality and integrity of the institution and for each college/unit within a multiple-unit district or system, to ensure that the institution's mission is being achieved. The governing board(s) has at least five voting members, a majority of whom have no contractual or employment relationship or personal financial interest with the institution. Institutions that are part of a complex system with multiple boards, a centralized board, or related entities, shall have, with respect to such boards, clearly defined authority, roles, and responsibilities for all entities in a written contract(s). In addition, authority and responsibility between the system and the institution is clearly delineated, in a written contract, described on its website and in its public documents, and provides NWCCU accredited institutions with sufficient autonomy to fulfill its mission.
10. **Chief Executive Officer:** The institution employs an appropriately qualified chief executive officer who is appointed by the governing board and whose full-time responsibility is to the institution. The chief executive officer may serve as an ex officio member of the governing board(s) but may not serve as chair.
11. **Administration:** In addition to a chief executive officer, the institution employs a sufficient number of qualified administrators, with appropriate levels of authority, responsibility, and accountability, who are charged with planning, organizing, and managing the institution and assessing its achievements and effectiveness. Such administrators provide effective leadership and management for the institution's major support and operational functions and work collaboratively across institutional functions and units to foster fulfillment of the institution's mission. Executive officers may serve as an ex officio member of the governing board(s) but may not serve as chair.
12. **Faculty:** Consistent with its mission, the institution employs qualified faculty members sufficient in numbers to achieve its educational objectives, establish and oversee academic policies, and ensure the integrity and sustainability of its academic programs. The institution regularly and systematically evaluates the performance of faculty members in alignment with institutional mission and goals, educational objectives, and policies and procedures. Evaluations are based on written criteria that are published, easily accessible, and clearly communicated. Evaluations are applied equitably, fairly, and consistently in relation to responsibilities and duties.
13. **Educational Programs:** Consistent with its mission, the institution provides one or more educational programs all of which include appropriate content and rigor. The educational program(s) culminate in the achievement of clearly identified student learning outcomes and lead to degree(s) with degree designations consistent with program content in recognized fields of study.
14. **Library and Information Resources:** Consistent with its mission, the institution employs qualified personnel and provides access to library and information resources with a level of currency, depth, and breadth sufficient to support and sustain the institution's mission, programs, and services.
15. **Physical and Technology Infrastructure:** The institution provides the facilities, equipment, and information technology infrastructure necessary to fulfill and sustain its mission and maintain compliance with all federal and applicable state and local laws. The institution's planning includes emergency preparedness and contingency planning for continuity and

recovery of operations should catastrophic events significantly interrupt normal institutional operations.

16. **Academic Freedom:** Within the context of its mission and values, the institution adheres to and maintains an atmosphere that promotes, supports, and sustains academic freedom and independence that protects its constituencies from inappropriate internal and external influences, pressures, and harassment. Faculty, students, staff, and administrators are free to examine and test all knowledge and theories.
17. **Admissions:** The institution publishes student admission policies which specify the characteristics and qualifications appropriate for its programs and adheres to those policies in its admissions procedures and practices.
18. **Public Information:** The institution publishes current and accurate information regarding: its mission; admission requirements and procedures; grading policy; information on academic programs and courses; names, titles, and academic credentials of administrators and faculty; rules and regulations for student conduct; rights and responsibilities of students; tuition, fees, and other program costs; refund policies and procedures; opportunities and requirements for financial aid; and the academic calendar.
19. **Financial Resources and Planning:** The institution demonstrates financial stability, with cash flow and reserves necessary to support and sustain its mission, programs, and services. Financial planning ensures appropriate available funds, realistic development of financial resources, and appropriate risk management to ensure short-term financial health and long-term financial sustainability.
20. **Financial Accountability:** For each year of operation, the institution undergoes an annual, independent financial audit by professionally qualified personnel in accordance with generally accepted auditing standards or International Financial Reporting Standards reconciled to US-GAAP. The audit is to be completed no later than fifteen months after the end of the fiscal year. Results from the audit, including findings and management letter recommendations, are considered annually in an appropriate and comprehensive manner by the administration and the governing board.
21. **Disclosure:** The institution accurately discloses all the information NWCCU may require to carry out its evaluation and accreditation functions.
22. **Relationship with NWCCU:** The institution understands and accepts the Standards and policies of NWCCU and agrees to comply with these Standards and policies. Further, the institution agrees that NWCCU may, at its sole discretion, make known the nature of any action, positive or negative, regarding the institution's status with NWCCU to any agency or member of the public requesting such information.
23. **Institutional Capacity:** The institution demonstrates operational capacity (e.g., enrollment, human and financial resources, and institutional infrastructure) sufficient to fulfill and sustain its mission. It allocates resources as necessary to achieve its mission and engages in realistic budgeting, enrollment management, and capital planning to support the achievement of its identified strategic indicators of institutional capacity.

Governance

School of
EDUCATION

UTAH VALLEY
UVU
UNIVERSITY



Governance

2.A.1

The institution demonstrates an effective governance structure, with a board(s) or other governing body(ies) composed predominantly of members with no contractual, employment relationship, or personal financial interest with the institution. Such members shall also possess clearly defined authority, roles, and responsibilities. Institutions that are part of a complex system with multiple boards, a centralized board, or related entities shall have, with respect to such boards, written and clearly defined contractual authority, roles, and responsibilities for all entities. In addition, authority and responsibility between the system and the institution is clearly delineated in a written contract, described on its website and in its public documents, and provides the NWCCU accredited institution with sufficient autonomy to fulfill its mission.

Utah Board of Higher Education

As listed in the Utah Codes [53B-2-101](#) and [53B-1-102](#), UVU is granted authority as one of eight degree granting institutions of higher education and eight technical colleges in Utah. Per Utah Code [53B-1-402](#), [UBHE](#) is the governing board for the state's institutions of higher education that controls, oversees, and regulates systemwide matters. Utah Code [53B-2-103](#) requires the state's institutions of higher education to each have a board of trustees that perform duties, responsibilities, and functions on behalf of the institution.

As of July 1, 2023, Utah Code [53B-1-404](#) restructured the membership of UBHE to include 10 Utah residents who are appointed by the governor with advice and consent of the Utah Senate. At least one member of UBHE is a student member. Appointments are made on a nonpartisan basis, and appointees may not serve simultaneously on UBHE and an institution's board of trustees. Board members serve six-year staggered terms and may serve up to two consecutive terms, with the exception of the student member who serves a one-year term. The Utah Public Officers' and Employees' Ethics Act in Utah Code [67-16](#) prohibits any conflicts of interest for Board members between their public duties and their private interests.

Major duties of UBHE are delineated in Utah Code 53B-1-402 and include the following:

- establishing and promoting a state-level vision and goals for higher education,
- establishing system policies and practices that advance the state-level vision and goals,
- establishing metrics to demonstrate and monitor performance related to the goals and operational efficiency,
- collecting and analyzing data related to the metrics,
- governing data quality and collection across institutions,
- establishing each institution's mission and role and assessing related performance,
- participating in the establishment and review of academic programs,
- appointing and participating in support and evaluation of an institution of higher education president,
- creating and implementing a strategic finance plan for higher education,
- creating a coordinated and seamless articulated education system,

- identifying and establishing shared administrative services to maximize efficiency throughout USHE,
- developing strategies for providing higher education in rural areas, and
- managing and facilitating a process for education reform initiatives.

Per Utah Codes [53B-1-403](#) and [53B-1-408](#), UBHE appoints committees to support fulfillment of duties and a commissioner of higher education for USHE. In accordance with Utah Codes 53B-1-408 and [53B-1-409](#), the commissioner appoints associate commissioners and a staff of professional, legal, and administrative personnel to fulfill responsibilities to the UBHE. The current Commissioner of Higher Education in Utah, Dr. Dave R. Woolstenhulme, and staff members are listed on the USHE [website](#).

UBHE and appointed committees hold regular meetings in accordance with the Open and Public Meetings Act in Utah Code [52-4](#) and provide public access to meeting agendas, materials, minutes, live streams, and recordings on the USHE [website](#). Policies that apply to the work of UBHE and USHE, herein referred to as USHE policies, are maintained in a cloud-based platform, [PowerDMS](#), and are organized into sections for system governance, institutional governance, master planning, academic affairs, business and financial affairs, student financial aid, capital facilities, personnel, workforce alignment, and data governance and research.

UVU's Board of Trustees

Per Utah Code 53B-1-402 and USHE Policy [R220](#), UBHE delegates considerable authority related to institution governance to the university president and its board of trustees. The president oversees management of the university, while the board of trustees provides guidance and support for the president, effective administration, and responsibility for contributing to progress toward achieving systemwide goals. In accordance with the [Bylaws of UVU](#), UVU's [Board of Trustees](#) encompasses 10 voting members, of whom eight members were appointed by the Governor and approved by the Utah Senate and two members serve in an ex officio capacity by virtue of their position: Kara North, the President of UVU's Alumni Association, and Zac Whitlock, the President of the Utah Valley University Student Association (UVUSA).

Appointed members of UVU's Board of Trustees serve four-year terms and hold office until a successor is appointed and qualified. Ex officio members serve for the same period as they serve as presidents and until a successor has qualified. Trustees must comply with all state laws, with particular attention to those that govern conflicts of interest and their service as public officials. Trustees who are officers, directors, employees, or owners of a substantial interest in any business entity that is or may be involved in any transaction with the university disclose potential conflicts of interest before participating in their official capacities and annually thereafter. UVU's Board of Trustees meets regularly and in accordance with the Open and Public Meetings Act in Utah Code 52-4. The meeting calendar, agendas, minutes, and current membership list for UVU's Board of Trustees are available on the Board of Trustees website maintained by the Office of the President.

The Bylaws of UVU designates UVU's Board of Trustees as a policy-making body, while university administration, under the direction of the president, establishes rules and regulations to

carry out all such policies and controls and manages the affairs and business of the university. The [Policy Office](#) stewards the [policy process](#) so that it is efficient, transparent, and fosters collaboration among key stakeholders from across the university community. To ensure policies are publicly accessible, the Policy Office maintains UVU’s [Policy Manual](#), a web-based centralized online repository for the university’s policies, herein referred to as UVU policies. All policies included in the Policy Manual have gone through the policy process and have been [approved](#) by UVU’s Board of Trustees. Per UVU Policy [101](#), the Policy Office coordinates a [regular review](#) of each university policy with its policy sponsor at least once every five years from its effective date.

<i>Required Evidence for 2.A.1</i>	
Institutional governance policies and procedures	<ul style="list-style-type: none"> ▪ Policy Manual ▪ Policy Office ▪ UVU's Board of Trustees Membership and Meetings
System governance policies and procedures	<ul style="list-style-type: none"> ▪ UBHE Meetings and Events ▪ USHE Policy (R220) ▪ Utah Code (52-4, 53B-1-102, 53B-1-402, 53B-1-403, 53B-1-404, 53B-1-408, 53B-1-409, 53B-2-101, 53B-2-103, 67-16)
Multiple board governing policies and procedures	<ul style="list-style-type: none"> ▪ Not applicable, as the university has only one board, UVU’s Board of Trustees
Board’s calendar for reviewing institutional and board policies and procedures	<ul style="list-style-type: none"> ▪ 2022-2023 UVU's Board of Trustees Agendas and Minutes ▪ Calendar for Institutional and Board Policies and Procedures ▪ Policy Manual (101) ▪ Policy Process
Bylaws and Articles of Incorporation referencing governance structure	<ul style="list-style-type: none"> ▪ Bylaws of UVU
<i>Supplemental Evidence for 2.A.1</i>	
<ul style="list-style-type: none"> ▪ UBHE ▪ USHE Staff 	

2.A.2

The institution has an effective system of leadership, staffed by qualified administrators, with appropriate levels of authority, responsibility, and accountability who are charged with planning, organizing, and managing the institution and assessing its achievements and effectiveness.

System of Leadership

UVU’s system of leadership is deliberately designed to provide appropriate levels of authority, responsibility, and accountability in the administrative structure. UVU is led by a president who is selected and appointed through procedures delineated in USHE Policy [R203](#). The president maintains responsibility for recruitment, selection, placement, and all subsequent employment

actions of executive employees, with assistance from the senior university leaders of the affected area and the People and Culture Division. UVU Policy [309](#) designates executives as vice presidents, executive directors on the president’s staff or a vice president’s staff, deans, associate vice presidents, assistant vice presidents, or others designated to this classification.

As noted in the [Executive Hiring Process Guidelines](#), position descriptions for executives identify criteria for candidate selection, including educational background and work experience, to ensure they are qualified to perform their roles. UVU Policy [331](#) requires all executives to engage in the university’s ongoing [performance evaluation process](#) to monitor the university’s sufficiency with planning, organizing, managing the institution, and assessing its achievements and effectiveness. UVU’s system of leadership is outlined in [organization charts](#), which are updated as changes occur, and are available on the Office of the President website.

Executive Leadership Team

UVU is led by President Astrid S. Tuminez. In addition to President Tuminez, the [executive leadership team](#) includes the following 36 positions:

Senior University Leaders and President’s Cabinet	
Name	Position
Dr. F. Wayne Vaught	Provost and Senior Vice President of the Academic Affairs Division
Dr. Val Peterson	Vice President of the Administration and Strategic Relations Division
Christina Baum	Vice President of the Digital Transformation Division and Chief Information Officer
Jim Mortensen	Vice President of the Finance Division and Chief Financial Officer
Dr. Kyle Reyes	Vice President of the Institutional Advancement Division
Marilyn Meyer	Vice President of the People and Culture Division
Dr. Michelle Kearns	Vice President of the Student Affairs Division
Kara Schneck	Chief of Staff and Vice President of the Marketing and Communications Division
Dr. Rasha Qudisat	Chief Inclusion and Diversity Officer
Dr. Kathren Brown	Deputy Provost
Clark Collings	General Counsel
Academic Deans in the Academic Affairs Division	
Name	Position
Dr. Cheryl Hanewicz	Dean of the College of Health and Public Service
Dr. Steven Clark	Dean of the College of Humanities and Social Sciences
Dr. Daniel Horns	Dean of the College of Science
Dr. Kelly Flanagan	Dean of the Smith College of Engineering and Technology
Courtney Davis	Dean of the School of the Arts
Dr. Vessela Ilieva	Dean of the School of Education
Dr. Robert Allen	Dean of the Woodbury School of Business

Executives in the Academic Affairs Division	
Name	Position
Dr. Tammy Clark	Associate Provost for Academic Innovation
Dr. Laurie Sharp	Associate Provost for Academic Programs and Assessment
Dr. David Connelly	Associate Provost for Student Success
Executives in the Administration and Strategic Relations Division	
Name	Position
Dr. Jared Sumsion	Associate Vice President and Athletics Director
Frank Young	Associate Vice President for Facilities Planning
Dr. Steven Anderson	Associate Vice President for University Relations
Executives in the Digital Transformation Division	
Name	Position
Nathan Gerber	Associate Vice President for Partner Solutions and Support Services
<i>Vacant</i>	Associate Vice President for Platform Technologies
Executives in the Finance Division	
Name	Position
Kedric Black <i>Interim</i>	Associate Vice President for Finance and Government Records Access and Management Act (GRAMA) Officer
Richard Willing <i>Interim</i>	Executive Director for Continuing Education
Executives in the Institutional Advancement Division	
Name	Position
Candice Gardner	Associate Vice President for Development Programs
Christie Denniston	Associate Vice President for Strategic Engagement
Executives in the Marketing and Communications Division	
Name	Position
Bryant Larsen	Associate Vice President for Strategic Communication Management
Matt Serrao	Associate Vice President for University Marketing
Executives in the Student Affairs Division	
Name	Position
Dr. Andrew Stone	Associate Vice President for Enrollment Management
Dr. Tara Ivie	Associate Vice President for Inclusive Excellence
Dr. William Barney Nye	Associate Vice President for PK-16, Grants, Outreach, and Partnership
Dr. Alexis Palmer	Associate Vice President for Student Development and Well-Being and Dean of Students

<i>Required Evidence for 2.A.2</i>	
Leadership organizational chart	<ul style="list-style-type: none"> ▪ <i>University Organization Charts</i>
Curriculum vitae of executive leadership	<ul style="list-style-type: none"> ▪ <i>Curriculum Vitae of Executive Leadership</i>

Supplemental Evidence for 2.A.2

- [Executive Hiring Process Guidelines](#)
- [Executive Performance Development Overview](#)
- [Policy Manual](#) (309, 331)
- [USHE Policy](#) (R203)

2.A.3

The institution employs an appropriately qualified chief executive officer with full-time responsibility to the institution. The chief executive may serve as an ex officio member of the governing board(s) but may not serve as its chair.

Chief Executive Officer

Per Utah Code [53B-2-102](#), UBHE appoints a president for each institution of higher education after consulting with the institution’s board of trustees. Per USHE Policies [R203](#) and [R220](#), a presidential search is conducted by a search committee that is chaired by a member of UBHE and a member of the institution’s board of trustees. A comprehensive search process with representation of faculty, staff, students, the institution of higher education’s board of trustees, alumni, the outgoing institution of higher education president’s executive council or cabinet, and UBHE is conducted to assure the candidate is fully qualified and able to perform the duties as president of the institution with distinction. In accordance with USHE Policy [R201](#), the president serves at the pleasure of UBHE and owes a responsibility first to USHE and then to the institution.

[President Astrid S. Tuminez](#) serves as the chief executive officer for UVU. President Tuminez was selected as the seventh president of the university, and its first female president, by UBHE on April 20, 2018. Prior to assuming this position, President Tuminez’s leadership experiences in the academic, corporate, executive education, non-profit, public policy, and technology sectors spanned over 30 years. President Tuminez holds a Bachelor of Arts in international relations and Russian literature from Brigham Young University (1986), a Master of Arts in regional studies: Soviet Union from Harvard University (1988), and a Doctor of Philosophy in political science from the Massachusetts Institute of Technology (1996). Since her appointment, President Tuminez has carried out administrative responsibilities for the operations of UVU in accordance with Utah Code [53B-2-106](#), [USHE policies](#), and the [Bylaws of UVU](#).

Required Evidence for 2.A.3

Curriculum vitae of President/CEO

- [Curriculum Vitae of President Astrid S. Tuminez](#)

Supplemental Evidence for 2.A.3

- [Bylaws of UVU](#)
- [USHE Policy](#) (R201, R203, R220)
- [Utah Code](#) (53B-2-102, 53B-2-106)

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.

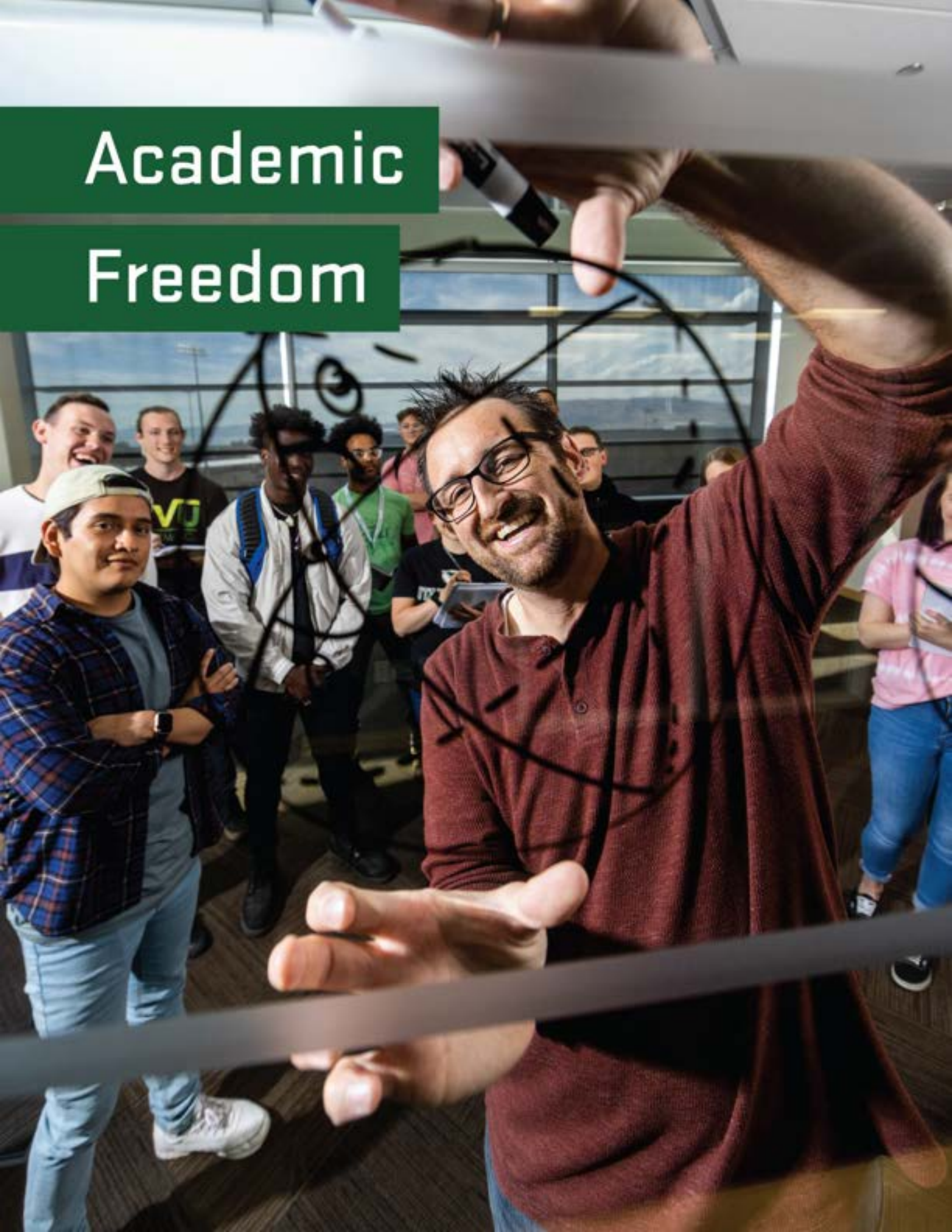
<i>Required Evidence for 2.A.4</i>	
Institutional governance policies and procedures	<ul style="list-style-type: none">▪ Policy Manual (101, 102, 103)▪ Policy Office

Supplemental Evidence for 2.A.4

- [*Bylaws of the Faculty Senate of UVU*](#)
- [*CampusGroups Student Engagement Portal*](#)
- [*Charter for Academic Affairs Council*](#)
- [*Charter for PACE*](#)
- [*Charter for President's Council*](#)
- [*Charter for UEC*](#)
- [*Charter for UVUSA*](#)
- [*Constitution of the Faculty Senate of UVU*](#)
- [*Faculty Senate*](#)
- [*PACE*](#)
- [*PACE Bylaws*](#)
- [*PACE Constitution*](#)
- [*PBA Process*](#)
- [*President's Council*](#)
- [*University Governance Committees*](#)
- [*UVUSA*](#)

Academic

Freedom



Academic Freedom

2.B.1

Within the context of its mission and values, the institution adheres to the principles of academic freedom and independence that protect its constituencies from inappropriate internal and external influences, pressures, and harassment.

Principles of Academic Freedom and Independence

UVU supports academic freedom principles within the context of its mission and values. The university's [mission statement](#) explicitly states its commitment to student success through “excellence in engaged teaching, services, and scholarship, which is best fulfilled in an environment that allows all individuals to thrive personally and professionally.” Accordingly, the operations of UVU are guided by three core values that provide challenging, honest conversations and feedback (exceptional care), respect each member of the university community (exceptional accountability), and address the intellectual and practical needs of our service area and the larger community (exceptional results).

UVU is committed to protecting and enhancing the free exchange of ideas and artistic expression, the right to free speech, and academic freedom in the university and on its locations without prior restraint or censorship, subject to limitations on unlawful and unprotected speech and to clearly stated, reasonable, and nondiscriminatory rules regarding time, place, and manner. UVU endorses the [statement](#) on academic freedom published in the 1940 Statement of Principles of the American Association of University Professors. The university's commitment also parallels the national Library Bill of Rights [statement](#) published by the American Library Association (ALA), which affirms the importance of making information and ideas available in an environment free from censorship.

UVU has established comprehensive policies in support of principles of academic freedom and independence. University policy is aligned with USHE Policy [R481](#) in matters related to academic freedom; professional responsibility; and faculty tenure, termination, and post-tenure review. UVU Policy [444](#) recognizes the university as a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. The university's overall principle is that information shall not be censored for students, faculty members, and staff members. Within UVU Policies [161](#), [444](#), and [541](#), the university also recognizes that the same standards of intellectual and academic freedom developed for faculty, student, and staff publication in traditional media be applied to the distribution of ideas and information in electronic media.

In accordance with UVU Policies [136](#), [161](#), [635](#), and [637](#), academic freedom is recognized as a right of all members of the faculty, whether with or without tenure or continuing appointment, as they engage in teaching, scholarly and creative activities, service to the university, and their professions. All faculty members have the right to academic freedom and the right to examine and communicate ideas relevant to their courses by any lawful means, even where such activities generate hostility or pressures against the faculty member or the university. Additionally, UVU

supports academic freedom principles with respect to the right to publish scholarly works and research results.

For students specifically, the Student Affairs Division maintains a free speech [webpage](#) that contains student-focused information for academic freedom and UVU Policy 161, which recognizes students’ rights to academic freedom and free speech. Furthermore, students’ rights to academic freedom are delineated in UVU Policy 541, which is also published in the [Student Code of Conduct](#) within the University Catalog and linked on a [webpage](#) maintained by the Office of Student Rights and Accountability.

Protection From Inappropriate Internal and External Influences, Pressures, and Harassment

UVU has established comprehensive policies that protect its constituencies from inappropriate internal and external influences, pressures, and harassment in UVU Policies 161, [162](#), [165](#), [168](#), [326](#), 541, 635, [646](#), and [647](#). UVU is committed to maintaining a respectful and safe environment for its students, faculty, staff, and visitors. University policy offers protection to all members of the university community and delineates reporting procedures for any suspected violations.

To further protect academic freedom and independence at the university, related policy drafts imposing new or modified expectations must be processed in the regular [policy process](#) that is described in UVU Policy [101](#). In doing so, UVU facilitates its model of shared governance that encourages and incorporates the views of the university community. In cases where the federal or state law mandates changes to policies addressing academic freedom and independence, the changes are processed through the compliance change policy process.

<i>Required Evidence for 2.B.1</i>	
Academic freedom policies and procedures	<ul style="list-style-type: none"> ▪ Policy Manual (101, 136, 161, 162, 165, 168, 326, 444, 541, 635, 637, 646, 647) ▪ USHE Policy (R481)
Evidence that the students also have academic freedom	<ul style="list-style-type: none"> ▪ Free Speech ▪ Office of Student Rights and Accountability ▪ Policy Manual (161, 541) ▪ Student Code of Conduct Published in the University Catalog
<i>Supplemental Evidence for 2.B.1</i>	
<ul style="list-style-type: none"> ▪ 1940 Statement of Principles on Academic Freedom and Tenure ▪ Library Bill of Rights ▪ Mission Statement ▪ Policy Process 	

2.B.2

Within the context of its mission and values, the institution defines and actively promotes an environment that supports independent thought in the pursuit and dissemination of knowledge. It affirms the freedom of faculty, staff, administrators, and students to share their scholarship and reasoned conclusions with others. While the institution and individuals within the institution may hold to a particular personal, social, or religious philosophy, its constituencies are intellectually free to test and examine all knowledge and theories, thought, reason, and perspectives of truth. Individuals within the institution allow others the freedom to do the same.

Supports Independent Thought in the Pursuit and Dissemination of Knowledge

UVU Policy [161](#) recognizes that free expression and the free exchange of ideas are central to the goals of the university. UVU's culture supports a mission of student success in an environment that allows all individuals to thrive personally and professionally, and its values promote an environment that supports independent thought in the pursuit and dissemination of knowledge. As noted by President Tuminez in the Inclusion Plan for 2020-2024 [document](#), the university is an environment characterized by exceptional care and exceptional accountability and one that gives individuals the freedom to be authentically themselves while ensuring respectful interactions and equity of experience.

UVU's commitment to independent thought, regardless of a particular personal, social, or religious philosophy one may hold, is clear in university policy and applicable to faculty, staff, executives, and students:

- UVU Policy [136](#): UVU supports academic freedom principles, including the right to publish scholarly works and research results.
- UVU Policy [161](#): UVU protects and enhances the free exchange of ideas, the right to free speech, and academic freedom in the university and on the university campus, without prior restraint or censorship, subject to limitations on unlawful and unprotected speech and to clearly stated, reasonable, and nondiscriminatory rules regarding time, place, and manner.
- UVU Policy [444](#): UVU ensures that the same standards and principles of intellectual and academic freedom used in university classrooms, libraries, and other aspects of university life be applied to access for the community to resources available through computer networks. While the resources and discussions on such networks are not truly analogous to classrooms or libraries, the standards of academic freedom used in those settings must be applied. The university's overall principle is that information shall not be censored.
- UVU Policy [541](#): UVU's Student Code of Conduct supports the intellectual, personal, social, and ethical development of all members of the community by promoting the values of civility, integrity, inclusivity, respect, and responsibility. Students at the university are expected to uphold these values through the exercise of their personal freedom and reasoned discourse.

- UVU Policy [635](#): Faculty members at UVU shall not limit or curtail the right of any student to publish or otherwise communicate the result of the student’s own independent scholarly activities.

Maintenance of an Inclusive Environment

Beyond its mission, values, and policy, UVU further supports independent thought in the pursuit and dissemination of knowledge in an inclusive environment by:

- educating the university community through university-sponsored events (e.g., Annual First Amendment [Conference](#), Free Speech on Campus [Conference](#)) and trainings (e.g., Foundations of Inclusion [trainings](#)).
- sharing disclosures and information about rights and responsibilities through publicly accessible webpages and websites (e.g., Free Speech [website](#), Required Nondiscrimination Statement [webpage](#)).
- adhering to guidelines published by the Marketing and Communications Division and the Digital Transformation Division that protect the freedom to exchange competing ideas and views, such as [standards](#) for academic content related to faculty research and other scholarly works, [considerations](#) for speakers who come to the university, and [guidelines](#) for the use of social media as a method for personal and university dialogue.

Supplemental Evidence for 2.B.2

- [Annual First Amendment Conference](#)
- [Faculty Research and Web Resources for Professional Activities](#)
- [Foundations of Inclusion Trainings](#)
- [Free Speech](#)
- [Free Speech on Campus Conference](#)
- [Inclusion Plan for 2020-2024](#)
- [Policy Manual](#) (136, 161, 444, 541, 635)
- [Required Nondiscrimination Statement](#)
- [Social Media and Technology Guidelines](#)
- [Speaker Consideration](#)

Policies and

Procedures



Policies and Procedures

2.C.1

The institution's transfer-of-credit policy maintains the integrity of its programs and facilitates the efficient mobility of students desirous of the completion of their educational credits, credentials, or degrees in furtherance of their academic goals.

State Level Transfer-of-Credit Policy and Systemwide Engagement

UVU adheres to USHE Policy [R470](#), which provides policies and principles for the transfer of general education credits, non-general education credits, and overall credit transfer among USHE institutions. UVU is a participating institution for the [Utah Transfer Guide](#), a tool to help students plan and manage undergraduate credit transfer within USHE and connect to transfer advisors, course and program offerings, and course and exam equivalencies at participating institutions. UVU also participates in faculty-driven [Majors' Meetings](#), which are organized by USHE annually. The purpose of Majors' Meetings is to align learning outcomes and competencies across USHE, make transferring between institutions seamless for students, and ensure that all pre-major and lower-division courses that are similar in content, rigor, and standards have common course numbering.

Institutional Transfer-of-Credit Policies and Resources

UVU Policy [522](#) delineates procedures for undergraduate transfer credit and transfer degrees, and UVU Policy [524](#) delineates procedures for transfer credit for graduate programs. All students with previous institutional credit from an institution other than UVU must provide official transcripts that are no more than six months old to the Transfer Credit Department. Academic departments have the authority to impose a limit to the age and number of undergraduate transfer credits accepted toward an individual program, and there is no limit to the number of undergraduate transfer credits that may be accepted by the university so long as all residency, credit, and grade point average requirements are met. Graduate credits from another regionally accredited institution or equivalent must be completed within four years of a student's matriculation into a graduate program and cannot be older than six years at the time of graduation with a master's degree or graduate certificate from the university. Faculty members from individual graduate programs evaluate transfer credits to determine appropriateness to the master's degree or graduate certificate being sought. UVU has also set standards for assessing and awarding credit for prior learning that enables students to enrich or accelerate their programs of study in UVU Policy [525](#).

UVU accepts transfer credit from other regionally accredited institutions where it is comparable in nature, content, academic quality, and level to credit offered at the institution. For transfer credit from non-regionally accredited institutions, comparability of courses is determined by the chair of the corresponding academic department. Transfer credit from unaccredited institutions is considered comparable only where it is supported by a recognized and credible third-party certification of learning. Transfer credit documented on international transcripts is evaluated by an approved foreign credential evaluating company, of which the university's preferred evaluating company is [SpanTran](#). Prospective and enrolled students may readily access

information about the transfer of credit, credit for prior learning, and additional prior learning assessment opportunities is available on a [website](#) maintained by the Transfer Credit Department.

To facilitate efficient mobility of students to further their academic goals, UVU maintains articulation agreements with the following technical colleges: Bridgerland Technical College, Davis Technical College, Dixie Technical College, Mountainland Technical College, Tooele Technical College, and Uintah Basin Technical College. All current articulation agreements with technical colleges are available on a [website](#) maintained by the Department of Career and Technical Education. Additionally, UVU is a member of the Western Interstate Commission for Higher Education Interstate Passport Network, which provides a framework for block transfer of lower-division general education based on learning outcomes in foundational skills, knowledge of concepts, and crosscutting skills. Information about the Interstate Passport is available on a [website](#) maintained by the Transfer Credit Department.

<i>Required Evidence for 2.C.1</i>	
Transfer of credit policies and procedures	<ul style="list-style-type: none"> ▪ Policy Manual (522, 524, 525) ▪ USHE Policy (R470)
<i>Supplemental Evidence for 2.C.1</i>	
<ul style="list-style-type: none"> ▪ Career Pathways Articulation Agreements ▪ Interstate Passport ▪ Majors' Meetings UVU Participants 2022-2023 ▪ SpanTran ▪ Transcript Credit Department ▪ Utah Transfer Guide 	

2.C.2

The institution's policies and procedures related to student rights and responsibilities should include, but not be limited to, provisions related to academic honesty, conduct, appeals, grievances, and accommodations for persons with disabilities.

Academic Honesty, Conduct, and Appeals

UVU addresses student rights and responsibilities related to academic honesty, conduct, appeals, and grievances through policies and procedures. UVU Policy [541](#) is the Student Code of Conduct, which is applicable to all students admitted to the university or enrolled in university courses, either full-time or part-time, and to all student conduct that occurs at a university location or university-sponsored activities. The Student Code of Conduct also applies to off-campus conduct, not otherwise protected by law, that adversely affects the university community and fulfillment of UVU's mission, values, and operations. With respect to student rights and responsibilities, the Student Code of Conduct clearly addresses standards for student conduct and categories of prohibited misconduct, which includes all forms of academic misconduct. It also addresses due process procedures for investigation, resolution, and appeals. Reports of any suspected or alleged violations of the Student Code of Conduct are made to the Student Conduct

Office. The director of the Office of Student Rights and Accountability or designee may institute interim measures before final resolution of an alleged incident of misconduct and impose sanctions upon students for violations of the Student Code of Conduct or other university policies. In addition to the Policy Manual, the Student Code of Conduct is published in the [University Catalog](#) and is linked on a [webpage](#) maintained by the Office of Student Rights and Accountability.

UVU Policy [548](#) addresses conduct for undergraduate and graduate clinical students. This policy establishes requirements for the conduct and behavior of healthcare and counseling clinical students. Specifically, this policy outlines due process procedures for addressing alleged student violations of this policy, delineates the range of disciplinary sanctions for violations, and establishes procedures for appeal of disciplinary sanctions.

Per UVU Policy 541, students have the right to access the [Ombuds Office](#). UVU's ombudsman is available to help students with consultation and assistance in resolving matters of personal and school issues, including but not limited to concerns and conflicts regarding other students, faculty, university policies and processes, and housing disputes. Information for the Ombuds Office is published in the University Catalog and is linked on a webpage maintained by the Office of Student Rights and Accountability.

Accommodations for Persons with Disabilities

UVU addresses student rights and responsibilities related to accommodations for persons with disabilities through policies and procedures. Specifically, UVU Policies [160](#), [162](#), [165](#), and 541 address student rights for reasonable accommodations; service animals; and fair, dignified treatment that is free from discrimination, regardless of disability. UVU Policy [152](#) reflects the university's commitment to provide reasonable accommodation to students with disabilities in compliance with federal law. Students who wish to request accommodations related to educational activities and services must voluntarily disclose their disabilities to the Office of Accessibility Services and provide adequate documentation. The Office of Accessibility Services reviews student accommodation requests on a case-by-case basis using an interactive review process. Per UVU Policy 152, the student is responsible for delivering the notice of accommodation to their faculty members in a timely manner and meeting with an Accessibility Services counselor each semester to review accommodations and the appropriateness of their use in future courses once an accommodation request is approved.

In accordance with UVU Policy [601](#), faculty members shall include the approved Accessibility Services [syllabus statement](#) in each course syllabus. This policy further requires that faculty members confidentially refer students seeking disability accommodation requests to the Office of Accessibility Services and provide reasonable and appropriate accommodations as recommended by the Office of Accessibility Services for students with disabilities seeking such accommodations.

Information for accessibility services is most easily accessed from the footer of the university [website](#) and on a [website](#) maintained by the Office of Accessibility Services. A direct link to the

website for the Office of Accessibility Services is also provided in the Student Services [section](#) of the University Catalog.

Grievances

UVU Policy 162 prohibits all forms of protected-class discrimination, harassment, and retaliation that violate Title VII of the Civil Rights Act of 1964, Title IV and Title VI of the Higher Education Amendments Act of 1972, Title IX, 34 C.F.R. § 106.1, or related applicable laws. UVU Policy 162 also articulates the rights, responsibilities, process, and appeals for such grievances. UVU Policy [546](#) addresses student consumer complaints with the university and outlines processes for filing complaints against the university to the Utah Division of Consumer Complaints and NWCCU.

With respect to persons with disabilities, UVU Policy 601 prohibits faculty members from retaliating or otherwise discriminating against any student because that student has sought or obtained a disability accommodation pursuant to university policy. Faculty members must implement approved accommodations fully, without retaliation, and immediately upon notification. If an accommodation request is denied or if faculty members have concerns or problems with the implementation of approved accommodations, grievance processes are subject to university policy. Students who believe they have otherwise been discriminated against based on their disabilities should contact the [Office of Equal Opportunity and Affirmative Action](#).

<i>Required Evidence for 2.C.2</i>	
Documentation of student’s rights and responsibilities policies and procedures for academic honesty, conduct, and appeals and grievances	<ul style="list-style-type: none"> ▪ Office of Student Rights and Accountability ▪ Ombuds Office ▪ Policy Manual (541, 546, 548) ▪ University Catalog
Documentation of student’s rights and responsibilities policies and procedures for accommodations for persons with disabilities and appeals and grievances	<ul style="list-style-type: none"> ▪ Office of Accessibility Services ▪ Office of Accessibility Services Syllabus Statement ▪ Office of Equal Opportunity and Affirmative Action ▪ Policy Manual (152, 160, 162, 165, 541, 546, 601) ▪ Student Services Section Published in the University Catalog ▪ University Catalog ▪ UVU Website

2.C.3

The institution's academic and administrative policies and procedures should include admission and placement policies that guide the enrollment of students in courses and programs through an evaluation of prerequisite knowledge, skills, and abilities to ensure a reasonable probability of student success at a level commensurate with the institution's expectations. Such policies should also include a policy regarding continuation in and termination from its educational programs, including its appeal and re-admission policy.

Admission and Placement Policies for Undergraduate Enrollment

UVU is a dual-mission university that addresses the institutional role of both a community college and regional university as defined in USHE Policy [R312](#). As such, the university offers open admission for students at the undergraduate level. UVU Policy [501](#) establishes the requirements and procedures for admission to the university for all applicants, including concurrent enrollment students and new freshmen under the age of 17. Students will be admitted to the university if they submit all required application materials before the academic term's established admission deadline. The [Office of Admissions](#) provides guidance to students through a range of communication platforms, including informative webpages that outline steps of the admission process, required items, and recommended items; provide [support](#) through help desk software; and respond to inquiries using an AI-powered [chatbot](#). Applicants are notified of admission through email with an acceptance letter that includes a university identification number, residency status, and instructions for pre-enrollment activities, such as mandatory orientation and advising. In cases where incoming students may be academically underprepared, UVU provides a structured enrollment [program](#) that creates a personalized path toward graduation.

UVU has developed class placement procedures to guide student enrollment in the appropriate [English](#) and [math](#) courses. Class placement procedures evaluate prerequisite knowledge, skills, and abilities and are published on websites maintained by the Department of English Success and the Department of Math Success. For English, placement decisions are made based on ACT and SAT scores that are less than five years old or results from a competency-based Writing Placement Test. For math, placement decisions are made based on previous courses that are less than two years old, ACT and SAT scores that are less than two years old, or ALEKS placement scores. Students may replace an expired math placement by completing a Math Refresher Workshop. For students who require additional preparation for success, UVU offers developmental coursework in English and math and guided or self-study learning opportunities in math using ALEKS.

Additional admissions criteria are established by specific undergraduate graduate programs and published in handbooks and on webpages maintained by corresponding academic units, such as architecture programs offered in the [Department of Architecture and Engineering Design](#).

Admission Policies for Graduate Enrollment

Per UVU Policy [510](#), a selective admissions process is used for admitting students into graduate programs. The Office of Admissions provides guidance to graduate students through an informative website that outlines required items and minimum admission requirements for both

domestic and international students. Additional admissions criteria are established by specific graduate programs and published in handbooks, on webpages maintained by corresponding academic units, such as the [School of Education](#), and on program webpages linked from the Graduate Studies [website](#) and UVU Online [website](#).

Continuation, Termination, and Appeal and Re-admission Policy for Undergraduate Students

UVU Policy [521](#) establishes the general minimum academic standards for undergraduate students who attend the university and the procedures available to address deficiencies. Academic standing is determined by grades earned, and students must maintain a semester or cumulative GPA of 2.0 on a 4.0 scale to be in good academic standing. When a full- or part-time undergraduate student falls below this threshold, the student shall be notified of progressive academic intervention. When a student has successive semesters on academic notice, they are placed on academic suspension for a minimum of one full semester. To re-enroll at the university, a student must submit a Petition for Academic Suspension Review form to the Academic Support Committee. The Academic Support Committee shall make suggestions for specific customized interventions to be approved by the Academic Standards Committee. A decision shall then be rendered as to whether, and under what conditions, the student may continue to study at the university. The student must complete the requirements set forth by the Academic Standards Committee before the registration hold shall be removed.

When a student fails to comply with the conditions set forth by the Academic Standards Committee while on academic notice returning from academic suspension, they are dismissed from the university and immediately dropped from enrollment in all classes. A registration hold is then placed on the student's record. The student may not re-enroll at UVU or submit a Petition for Academic Dismissal Review for a minimum of one full calendar year from the date of academic dismissal.

When a student's Petition for Academic Suspension Review or Petition for Academic Dismissal Review is denied by the Academic Standards Committee, the student may present an appeal to a hearing panel that consists of the Academic Standards Committee and a representative appointed by the president of UVUSA. After review of the petition, the hearing panel determines if the student's appeal is granted or denied. If the appeal is granted, the hearing panel determines the conditions for re-enrollment at the university. If the student is unsatisfied with the hearing panel's decision, the student has the right to appeal in writing to the provost and senior vice president of the Academic Affairs Division.

Beyond the Policy Manual, procedures for continuation, termination, and appeal and re-admission for undergraduate students are published in the Academic Policies and Standards [section](#) of the University Catalog and on a [webpage](#) maintained by the Academic Standards Office.

Continuation, Termination, and Appeal and Re-admission Policy for Graduate Students

Per UVU Policies 510 and [524](#), graduate students must maintain a minimum cumulative GPA of 3.0 on a 4.0 scale to remain in their graduate programs; however, individual programs may

establish higher grade point average requirements. A graduate student whose cumulative GPA falls below the threshold for their program will be placed on academic probation for the subsequent semester. A student whose GPA remains below the minimum threshold for their program after the probation semester will be suspended and unable to register or attend graduate courses. Graduate students who are suspended for failing to maintain the minimum requirement for GPA may appeal in writing to the graduate program director within 30 days of the suspension. The graduate program director will present the written appeal to the program graduate faculty for consideration and final decision.

Graduate students who are suspended from the university for violation of minimum cumulative GPA requirements and who wish to complete their program of study must apply for readmission to the applicable graduate program. The graduate faculty may review the reason for suspension when considering suspended students for readmission. In addition to policy, procedures for continuation, termination, and appeal and re-admission for graduate students are published on a [webpage](#) maintained by the Office of Graduate Studies and in informational documents published on webpages maintained by corresponding academic departments, school, or college, such as the School of Education.

<i>Required Evidence for 2.C.3</i>	
Policies and procedures for recruiting, admitting, and placing students	<ul style="list-style-type: none"> ▪ Architecture Admissions ▪ English Success Placement ▪ Math Success Placement ▪ Policy Manual (501, 510) ▪ School of Education Graduate Programs ▪ USHE Policy (R312) ▪ What's Next
Policies and procedures related to continuation and termination from educational programs including appeal process and readmission policies and procedures	<ul style="list-style-type: none"> ▪ Academic Policies and Standards Section Published in the University Catalog ▪ Academic Standings and Holds ▪ Graduate Student Policies and Expectations ▪ Policy Manual (510, 521, 524) ▪ School of Education Graduate Programs
<i>Supplemental Evidence for 2.C.3</i>	
<ul style="list-style-type: none"> ▪ Contact Admissions ▪ Graduate Studies ▪ Office of Admissions ▪ Structured Enrollment ▪ UVU Online 	

2.C.4

The institution's policies and procedures regarding the secure retention of student records must include provisions related to confidentiality, release, and the reliable backup and retrievability of such records.

Secure Retention of Student Records Related to Confidentiality

Student records at UVU are governed by the Family Educational Rights and Privacy Act ([FERPA](#)), a federal law that protects the privacy of students. In accordance with Utah Code [53B-28-503](#), the university designates the registrar as its primary point of contact for Utah's State Privacy Officer. The registrar is responsible for communicating information regarding the secure retention of student records publicly through [university policy](#), the [University Catalog](#), and a [webpage](#) maintained by the Registrar's Office. UVU Policy [445](#) delineates the university's data governance responsibility and program.

UVU Policies [446](#), [447](#), [541](#), and [542](#) identify student records as confidential information, which include but are not limited to class lists, grades, student course schedules, student discipline files, student financial information, and transcripts. Provisions in UVU Policy 542 for confidentiality apply to school officials and volunteers who access students' educational records as part of their duties to support the university's educational mission, and they also apply to eligible students who wish to determine how their directory information is used and who wish to view and request amendments to their records. Currently enrolled students are notified annually of their rights to confidentiality with student records, and all faculty and staff are required to complete [FERPA training](#) each year via UVU Learn, the university's learning management system for employee training.

Access to student records is limited to authorized users whose roles at the university specifically require such access. Authorized users only have access to information appropriate to their roles. In addition, they are trained in data usage, they must formally acknowledge their responsibility to maintain the confidentiality of student records they access, and they are held accountable for any misuse. UVU does not disclose personally identifiable information from student records without the student's consent, except in situations where FERPA exceptions apply.

Secure Retention of Student Records Related to Release

In accordance with federal and state law and institutional policy, students must provide written consent for the university to release or provide access to student records to third parties. The primary method for a student to release their student records is through the university's Student Information Release Authorization interface, which is available through the FERPA webpage maintained by the Registrar's Office and requires secure university student credentials to access. If a student is unable to access this system, the Registrar's Office will accept a signed Permission to Release Education Information form by paper or by email sent from a student's university email account.

Secure Retention of Student Records Related to Reliable Backup and Retrievability

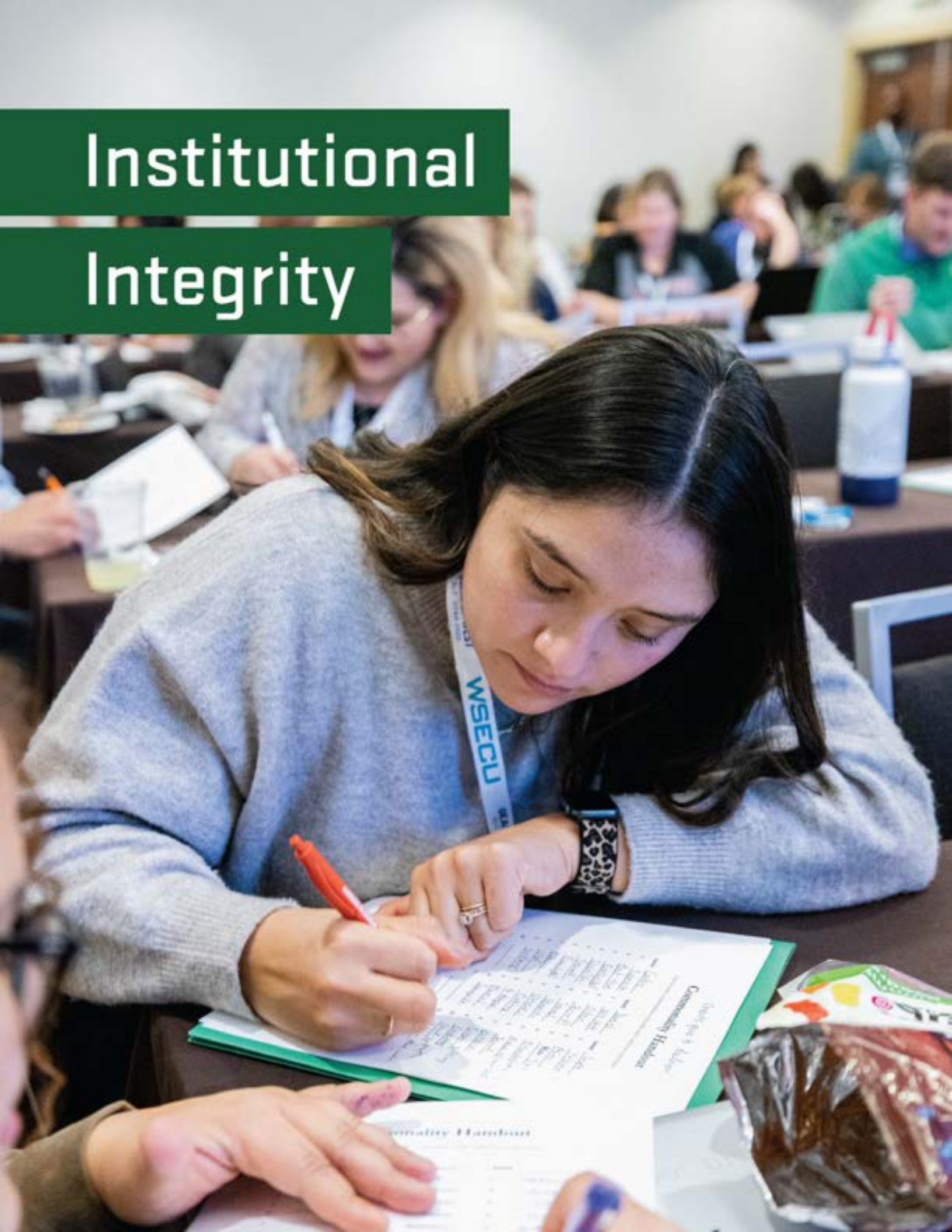
Student records are maintained onsite in the university's student information system, [Ellucian Banner](#). For older hardcopy files, student records are maintained in the student data imaging

system, [Visual Vault](#). Original hardcopy files added to student records in the imaging system are destroyed. Backups to student records are maintained offsite in the [Richfield Data Center](#) and on tape in granite vaults through [Perpetual Storage, Inc.](#) Onsite backups to student records are conducted daily in Ellucian Banner, and weekly backups to student records are conducted both onsite and offsite.

<i>Required Evidence for 2.C.4</i>	
Policies and procedures regarding secure retention of student records	<ul style="list-style-type: none"> ▪ Code of Federal Regulations (Title 34, Part 99) ▪ FERPA ▪ Policy Manual (445, 446, 447, 541, 542) ▪ University Catalog ▪ Utah Code (53B-28-503)
<i>Supplemental Evidence for 2.C.4</i>	
<ul style="list-style-type: none"> ▪ Education and Trainings ▪ Ellucian Banner ▪ Perpetual Storage, Inc. ▪ Richfield Data Center Services ▪ Visual Vault 	

Institutional

Integrity



Institutional Integrity

2.D.1

The institution represents itself clearly, accurately, and consistently through its announcements, statements, and publications. It communicates its academic intentions, programs, and services to students and to the public and demonstrates that its academic programs can be completed in a timely fashion. It regularly reviews its publications to ensure accuracy and integrity in all representations about its mission, programs, and services.

Organizational Structure for Communication

Through its organizational structure, UVU represents itself clearly, accurately, and consistently through its announcements, statements, and publications. The Marketing and Communications Division partners with key units in the university to develop communications, marketing, and media plans that advance the university's mission through powerful storytelling. The Web and Mobile Solutions Department assists all academic and administrative units with the design, implementation, and maintenance of their web presence. The Campus Communications Council provides oversight of internal campus communication methods, and the Strategic Web Action Team directs the process and changes needed to keep the university's website current and dynamic.

Announcements

Internal campus communication tools are governed by the Campus Communications Council. The university intranet, [myUVU](#), is the preferred internal communications method to disseminate information to the university community. Administrative and editorial control of messages and their content resides with the Marketing and Communications Division. Any student or employee of the university may [submit](#) an announcement. High-priority communications that require higher visibility, such as internal messages from the president and executives, are released secondarily through Outlook, the university's secure cloud-based email system. Editorial control and approval for these messages reside with the Office of the President.

Statements

Per UVU Policy [110](#), statements made on behalf of the university through the release of all news articles, advertising, or other information to newspapers, radio stations, or other media must be arranged through the Marketing and Communications Division.

Publications

UVU proactively communicates with prospective students and the entire university community predominantly through print and web-based communications. The Marketing and Communications Division [supports](#) the development of print publications and provides the university community with [online access](#) to the UVU brand guide, logos, fonts, colors, templates, and graphics. The Marketing and Communications Division also employs [integrated marketing professionals](#) who are dedicated to specific schools, colleges, and divisions. Integrated marketing professionals promote the university's academic intentions, programs, and services to students and to the public through the implementation of physical ad placements, coordination of digital

ad campaigns with the digital marketing team, and collaboration on strategic marketing projects and communication strategies.

Web-based publications also encompass social media accounts and UVU’s website. UVU Policy [112](#) sets forth principles governing the use of official university social media sites administered or managed by university organizations and members of the university community. The Web and Mobile Solutions Department manages UVU’s website and provides the university community with a range of [web community resources](#), including tutorials and accessibility tools. UVU uses a web governance model to regularly review its web-based publications and ensure accuracy and integrity in all representations of its mission, programs, and services. The Strategic Web Action Team is responsible for facilitating the [annual web audit](#) for all university webpages. This comprehensive process ensures all web information is current, accurate, and consistent with the university’s mission.

UVU communicates its academic intentions, programs, and services to students and to the public through the following major publications:

- [University Catalog](#): The University Catalog is published annually on the university’s website. Within the current edition, a full catalog PDF and page-specific PDFs may be downloaded. Additionally, print copies may be ordered through the Copy Center. Full PDF versions of previous catalogs may be downloaded from the catalog archives. The University Catalog is the official source for academic programs and courses, as well as relevant institutional policy and requirements. The University Catalog also includes a sample graduation plan for every academic program at all degree levels to demonstrate that its academic programs can be completed in a timely fashion.
- [UVU News](#): Staff in the Media Relations Department provide expert guidance to produce newsworthy stories for members of the university community. News stories are published on a webpage maintained by the Marketing and Communications Division and are also sent to all television stations and newspapers in Utah, Salt Lake, Wasatch, and Summit Counties, as well as select radio stations and newsletter outlets.
- [UVU Social Media](#): UVU has ownership of official university-wide social media accounts, and the Marketing and Communications Division maintains responsibility for an official university presence. Official UVU social media accounts are tools to share what is happening at the university with faculty, staff, students, parents, and alumni. UVU has official social media accounts on Instagram, Facebook, LinkedIn, Threads, TikTok, Twitter, and YouTube.

<i>Required Evidence for 2.D.1</i>	
Policies and procedures for reviewing published materials that assures institutional integrity	<ul style="list-style-type: none"> ▪ Annual Web Audit ▪ Campaign Marketing and Services ▪ Policy Manual (110, 112) ▪ Social Media ▪ Using UVAnnounce

Supplemental Evidence for 2.D.1

- [Create Your Own Brand Guides and Downloads](#)
- [Integrated Marketing Team](#)
- [myUVU](#)
- [University Catalog](#)
- [UVU News](#)
- [Web Community Resources](#)

2.D.2

The institution advocates, subscribes to, and exemplifies high ethical standards in its management and operations, including in its dealings with the public, NWCCU, and external organizations, including the fair and equitable treatment of students, faculty, administrators, staff, and other stakeholders and constituencies. The institution ensures that complaints and grievances are addressed in a fair, equitable, and timely manner.

Ethical Conduct

UVU advocates for, subscribes to, and exemplifies high ethical standards in its management and operations. The university is committed to complying with the Fair Labor Standards Act (FLSA), and the People and Culture Division maintains a [webpage](#) to keep the university community apprised of any developments regarding this federal law. All university employees are state employees and are also subject to adhering to the standards of conduct set forth in the Utah Public Officers' and Employees' Ethics Act in Utah Code [67-16](#). These standards of conduct address areas where there are actual or potential conflicts of interest between a state employee's public duties and their private interests.

[UVU's Code of Conduct](#) and several UVU policies also establish high ethical standards for the management and operations of the university and dealings with the public, NWCCU, USHE, and external organizations. Examples of key policies include:

- UVU Policy [114](#), Individual Conflict of Interest and Commitment: University employees serve the public trust and must fulfill their responsibilities with care and loyalty in both actuality and appearance.
- UVU Policy [231](#), Fundraising Authority, Responsibility, and Coordination: Employees in the Institutional Advancement Division shall abide by the highest standards of ethical conduct in fundraising and shall be trained and educated in ethical fundraising best practices.
- UVU Policy [241](#), University Procurement: As a public institution of higher education, UVU strives to be accountable in the use of public funds, to follow ethical practices, and to maintain impartiality and professionalism in its procurement processes.
- UVU Policy [445](#), Institutional Data Management and Access: In UVU's academic community, ethical considerations are an important factor in determining access to administrative data.

- UVU Policy [660](#), Research Ethics and Compliance: UVU is committed to upholding the highest ethical standards in its research activities.

Fair and Equitable Treatment

UVU advocates for, subscribes to, and exemplifies the fair and equitable treatment of students, faculty, staff, executives, stakeholders, and constituencies. The university is committed to maintaining an inclusive and safe environment, and the Equity and Title IX Office fulfills this responsibility by providing [resources](#) and, as noted in the [General Information](#) section of the University Catalog, enforcing Title VII of the Civil Rights Act of 1964; Title IV, Title VI, and Title IX of the Higher Education Amendments Act of 1972; and other related applicable federal laws. UVU promotes a university environment free from discrimination, harassment, and sexual misconduct. USHE Policies [R262](#), [R801](#), [R803](#), and [R805](#) articulate systemwide equal opportunity, diversity, and nondiscrimination for students, faculty members, and staff members. UVU also enforces codified state laws, including:

- Utah Code [53B-27](#), Campus Individual Rights Act: Institutions of higher education must provide protection for students' civil liberties and campus anti-harassment.
- Utah Code [67-26](#), Utah Public Employees Healthy Workplace Act: State agencies must provide and maintain a work environment free from abusive conduct.

Key university policies regarding standards of fair and equitable treatment for members of the university community include:

- UVU Policy [161](#), Freedom of Speech: UVU protects the free exchange of ideas, the right to free speech, and academic freedom in the university and on the university campus, without prior restraint or censorship, subject to limitations on unlawful and unprotected speech and to clearly stated, reasonable, and nondiscriminatory rules regarding time, place, and manner.
- UVU Policy [162](#), Title IX Sexual Harassment: UVU defines and prohibits discrimination based on sex, including sexual harassment.
- UVU Policy [165](#), Discrimination, Harassment, and Affirmative Action: UVU establishes expectations for university community members and campus visitors and defines and prohibits all forms of unlawful discrimination, harassment, and retaliation.
- UVU Policy [352](#), Compensation for Non-Faculty Employees and UVU Policy [358](#), Faculty Compensation: UVU provides faculty and staff pay compensation that is nondiscriminatory and fair.
- UVU Policy [541](#), Student Code of Conduct: UVU students have the right to freedom from discrimination, sex discrimination, and sexual misconduct.

UVU is an Affirmative Action, Equal Opportunity, and Equal Access employer committed to an inclusive hiring process and welcoming of diverse candidates. Accordingly, the People and

Culture Division is the responsible office for UVU Policies [302](#), [306](#), [308](#), and [309](#), which each focus on university hiring practices.

Complaints

UVU has established comprehensive systems to address complaints and grievances from any university community member in a consistent and equitable manner. In accordance with UVU Policy 114, individuals use [EthicsPoint](#), a confidential internet and telephone-based reporting tool, to report ethical, policy, legal, or financial issues or concerns. UVU encourages employees to bring concerns to their supervisors, the People and Culture Division, or the University Compliance Office. Information about EthicsPoint is provided on a [webpage](#) maintained by the Internal Audit Office, as well as campus entities that may receive reports.

The Internal Audit Office provides regular reports to UVU's Board of Trustees' Audit Committee on complaints submitted through EthicsPoint. During UVU Board of Trustee Executive Sessions, the Office of General Counsel provides updates regarding external regulatory or legal complaints. UVU Policy [168](#) protects employees from retaliatory action and delineates procedures for filing and resolving a retaliatory action complaint.

The Equity and Title IX Office maintains a [webpage](#) that any member of the university community may use for reporting sexual misconduct, discrimination, harassment, or retaliation that they have experienced or on behalf of someone else. Reporting procedures for mandatory reporters and information for complainants and respondents are also included on this webpage. The Office of Student Development and Well-Being also maintains a [webpage](#) that provides individuals links to specific reporting channels and access to support services. Submitted reports are provided to an appropriate responsible office for fact-finding and resolution. Additionally, a Student Disclosures [webpage](#) maintained by the University Compliance Office provides contact information for student consumer complaints.

Grievances

UVU delineates procedures for grievances in the following university policies:

- UVU Policy [152](#), Accommodations for Individuals with Disabilities: This policy delineates procedures for students to grieve a denied request for accommodations.
- UVU Policy [335](#), Staff Grievance: This policy delineates procedures for eligible full-time staff employees to grieve qualifying adverse employment actions, including setting forth distinct procedures for the resolution of staff grievances regarding employment actions other than termination and termination of employment.
- UVU Policy [647](#), Faculty Grievance: This policy provides due process for faculty in matters related to their rights as members of the academic community, other than appeals for retention, tenure, or promotion (RTP).

<i>Required Evidence for 2.D.2</i>	
Policies and procedures for reviewing internal and external complaints and grievances	<ul style="list-style-type: none"> ▪ Policy Manual (114, 152, 161, 162, 165, 168, 231, 241, 302, 306, 308, 309, 335, 352, 358, 445, 541, 647, 660) ▪ Report an Incident ▪ Report Concerns ▪ USHE Policy (R262, R801, R803, R805) ▪ Utah Code (53B-27, 67-16, 67-26)
<i>Supplemental Evidence for 2.D.2</i>	
<ul style="list-style-type: none"> ▪ Equity and Title IX Office ▪ EthicsPoint ▪ Federal Changes to the FLSA ▪ General Information Section Published in the University Catalog ▪ Report and Support ▪ Student Disclosures ▪ UVU's Code of Conduct 	

2.D.3

The institution adheres to clearly defined policies that prohibit conflicts of interest on the part of members of the governing board(s), administration, faculty, and staff.

Conflicts of Interest

UVU adheres to Utah Code [67-16](#), USHE Policy [R122](#), and UVU Policy [114](#), which prohibit conflicts of interest on the part of members of UVU's Board of Trustees, executives, faculty members, and staff members. UVU employee disclosures for conflicts of interest are available through an online form, the Conflict of Interest Disclosure Form, housed on a [webpage](#) maintained by the University Compliance Office. The University Compliance Office views each disclosure and files them for recording and retention.

Conflicts of Interest on the Part of the Governing Board

Per the [Bylaws of UVU](#), all members of UVU's Board of Trustees disclose any potential conflicts of interest before participating in their official capacity and annually thereafter to the board secretary, who files the disclosure with the appropriate offices, such as the University Compliance Office, the Office of the President, or the State Attorney General's Office. Submitted disclosures are reviewed by UVU's Board of Trustees Executive Committee. Disclosure statements are public information and are available for examination by the public.

Conflicts of Interest on the Part of the Administration, Faculty, and Staff

All UVU employees, including full- and part-time faculty and staff members, visiting faculty members, undergraduate students, and graduate students, who can influence or commit university resources disclose any conflicts of interest as soon as a situation comes up and before beginning the activity in question. In accordance with UVU Policy 114, all full-time employees must disclose any potential conflicts of interest at the time of hire, upon promotion or other substantial change in employment status, and annually thereafter. Full-time employees are

alerted via email when they must renew their disclosure for the year’s cycle, which is March 1 through February 28. Immediate supervisors are responsible for ensuring the timely completion of annual disclosures by employees under their supervision.

Full- and part-time employees and their immediate supervisors may access the Conflict of Interest Dashboard from the webpage maintained by the University Compliance Office to review submitted disclosures. Employees who disclose a conflict or potential conflict are instructed to work with their immediate supervisors to develop a management plan. After a management plan has been developed, it is kept on file. The webpage maintained by the University Compliance Office also contains resources for the conflict of interest disclosure and management process, including a management plan template and responses to frequently asked questions. Full-time employees must complete conflict of interest [training](#) annually, which is accessible via UVU Learn, the university’s learning management system for employee training.

<i>Required Evidence for 2.D.3</i>	
Policies and procedures prohibiting conflict of interests among employees and board members	<ul style="list-style-type: none"> ▪ Bylaws of UVU ▪ Conflict of Interest ▪ Education and Trainings ▪ Policy Manual (114) ▪ USHE Policy (R122) ▪ Utah Code (67-16)

Financial Resources



Financial Resources

2.E.1

The institution utilizes relevant audit processes and regular reporting to demonstrate financial stability, including sufficient cash flow and reserves to achieve and fulfill its mission.

Financial Position

UVU's financial position continues to be strong and stable. The university's net position increased by \$69.1 million during Fiscal Year 2022, and net position on June 30, 2022 was \$696.1 million. UVU maintains sufficient cash flows and reserves to support its programs and services, and cash flow and all other bank activity is monitored daily by the university treasurer to ensure sufficient funds to pay all checks and charges presented at the bank. At the end of Fiscal Year 2022, the university's viability ratio was 3.53, the debt burden ratio was 1.6%, and the composite index was 5.97.

Audit Processes

Per [federal regulations](#) set by the Office of Management and Budget and state regulations in the [Utah Code](#) and [Article VI, Section 33](#) in the Utah Constitution, the Office of the State Auditor examines and certifies financial statements for [UVU](#) and the [UVU Foundation](#) each fiscal year, including federally funded programs such as financial aid. At the conclusion of an annual audit, the Office of the State Auditor provides the university's president with an audit report and management letter and presents the audit results to UVU's Board of Trustees Audit Committee during a scheduled meeting. Per USHE Policy [R565](#), UVU's Board of Trustees sends audit reports for annual financial statements, including summaries of significant accounting and reporting issues, to the UBHE Audit Subcommittee. UVU publishes audit reports and results for annual financial statements on a [webpage](#) maintained by the Office of Finance and Business Services. University executives review audit findings and implement recommendations as appropriate.

As authorized by Utah Code [63I-5](#) and USHE Policies [R565](#) and [R567](#), UVU implements and executes a comprehensive and relevant program of internal audits. Per UVU Policy [207](#), internal audits are conducted under the direction of UVU's Board of Trustees Audit Committee and in compliance with [professional standards](#) established by the Institute of Internal Auditors. The Office of Internal Audit completes audits for all departments, systems, functions, administrative units, and any other operating entity associated with the university based on a risk assessment, as requested by executives or other university stakeholders, or any other assurance or consulting service. The Office of Internal Audit reports all internal audit plans and results to UVU's Board of Trustees Audit Committee for approval. The Controller's Office reviews access to the university's accounting system, evaluates controls for internal audits on a routine basis, and provides ongoing training to all staff members.

Regular Reporting Processes

UVU engages in regular reporting processes throughout and at the end of each fiscal year to ensure that the university has financial stability, including sufficient cash flow and reserves to achieve and fulfill its mission. The Office of Finance and Business Services safeguards the

UVU's financial assets and resources and provides accurate, timely, and relevant financial data and services to the university community. UVU uses the [Ellucian Banner Finance](#) system to enter, store, and facilitate timely reporting of accurate and relevant financial data. UVU also uses compatible technologies to provide a controlled [purchasing](#) and [procurement](#) environment for creating, approving, and checking the status of requisitions. Additionally, UVU uses the [Evisions Argos](#) software solution, which connects to the Ellucian Banner Finance system, to generate ad hoc reports and to filter and export reports. The Office of Finance and Business Services sends weekly Argos Financial and Budget Reports via email to all responsible parties who oversee funds for a unit.

As a public institution of higher education, UVU has two ongoing line items appropriated by the Utah Legislature: Education/General and Fire and Rescue Training. The Education/General line item encompasses the university's primary operating budget and revenue and consists of two primary sources: tax funds appropriated by the Utah Legislature and dedicated credits. Dedicated credits include [tuition](#), [certain fees](#), and other income. The university establishes tuition rates annually in accordance with Utah Code [53B](#) and with the review and approval of UVU's Board of Trustees and UBHE. Each June, UVU's Board of Trustees approves the university's appropriated, auxiliary, discretionary, and other key budgets. Throughout a fiscal year, the Budget Office compares budgeted revenue to actual revenue each month and provides regular updates to President's Cabinet and UEC. Additionally, staff members from the Office of Finance and Business Services and the Budget Office hold quarterly meetings with all executive leaders to review budgets, expenditures, balances, vacancies, and financial processes for each of their respective areas of responsibility.

As defined in USHE Policy [R550](#), UVU's [auxiliary and service enterprises](#) include the Campus Store, the Student Center, Food Services, and the Student Life and Wellness Center. Executive leaders for auxiliary and service enterprises build budgets based on past performance and future projections, and annual budgets are presented to UVU's Board of Trustees and UBHE. Throughout the fiscal year, the Budget Office compares budgets for each auxiliary and service enterprise with their actual performance monthly and annually. The Office of Finance and Business Services prepares monthly profit and loss reports, which are subsequently reviewed by all managers and directors, as well as the associate vice president for Finance and GRAMA. Profits from auxiliary enterprises are transferred to an Unexpended Plant Fund annually and are available to use in debt service, physical facilities expansion, maintenance, and equipment repairs and replacement. As required by bond covenant, debt service for outstanding bonds is budgeted for and continuously monitored by staff members in the Office of Finance and Business Services and the Budget Office to ensure that a minimum revenue of 110% of the annual bond payment is available to retire debt. Operating budget reports approved by UVU's Board of Trustees reflect transfers from auxiliary revenue to bond payments.

The [Office of Sponsored Programs](#) is UVU's pre-award office for sponsored program activity. Pre-award responsibilities include proposal review, budget development, and award set-up, which includes providing orientation to the awardees at the university. All [grants](#) and contracts are budgeted in accordance with award notifications, and any budget revisions are made with the approval of the granting entity. The Office of Finance and Business Services provides support for

the required financial [reporting](#) by the Office of the State Auditor, as well as programmatic reviews and site visits requested by federal agencies.

The Office of Finance and Business Services prepares monthly finance reports for the university, including information for [endowments](#) and [investments](#). The associate vice president for Finance and GRAMA presents these monthly financial reports to UVU’s Board of Trustees Audit Committee for discussion and recommendation. Monthly financial reports are then placed on the consent calendar for the subsequent meeting of UVU’s Board of Trustees.

<i>Required Evidence for 2.E.1</i>	
Policies and procedures that articulate oversight and management of financial resources	<ul style="list-style-type: none"> ▪ Appropriate Expenditure Guidelines ▪ International Standards for the Professional Practice of Internal Auditing ▪ Office of Management and Budget OMB Circular A-133 ▪ Policy Manual (207) ▪ USHE Policy (R550, R565, R567) ▪ Utah Code (53B, 63I-5) ▪ Utah Constitution (Article VI, Section 33) ▪ UVU Procurement Code of Ethics
Latest external financial audit including management letter	<ul style="list-style-type: none"> ▪ 2022 UVU Financial Statements ▪ 2022 UVU Foundation Financials
Cash flow balance sheets	<ul style="list-style-type: none"> ▪ 2022 UVU Financial Statements ▪ 2022 UVU Foundation Financials
Audited financial statements	<ul style="list-style-type: none"> ▪ 2022 UVU Financial Statements ▪ 2022 UVU Foundation Financials
Tuition and fees, educational, and auxiliary revenue for undergraduate and graduate enrollments	<ul style="list-style-type: none"> ▪ 2022 UVU Financial Statements ▪ 2022 UVU S-8 Auxiliary Enterprise Operations ▪ 2022 UVU Summary of Dedicated Credits by Semester ▪ 2022 UVU Summary of Other Fees
Significant contracts and grants	<ul style="list-style-type: none"> ▪ 2022 UVU Financial Statements ▪ 2022 UVU Single Audit Report ▪ Current Active Grants Over \$1 Million ▪ Office of Sponsored Programs
Endowment and giving reports	<ul style="list-style-type: none"> ▪ 2022 UVU Endowment Report
Investment revenue	<ul style="list-style-type: none"> ▪ 2022 UVU Cash and Investment Report

Supplemental Evidence for 2.E.1

- [Ellucian Banner Finance](#)
- [Evisions Argos](#)
- [Office of Finance and Business Services](#)

2.E.2

Financial planning includes meaningful opportunities for participation by stakeholders and ensures appropriate available funds, realistic development of financial resources, and comprehensive risk management to ensure short term financial health and long-term financial stability and sustainability.

Meaningful Opportunities for Participation by Stakeholders

UVU utilizes an internally developed 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. University executives begin the PBA process by holding discussions within their respective units, followed by reviewing and prioritizing requests with the senior university leader over their division. In early October, requests for new resources and salaried positions are submitted to the PBA Online System, regardless of funding source, apart from sponsored programs and grants. PBA conversations are then held as a public forum to promote transparency in discussing initiatives, priorities, and resource allocations. As part of this process, divisions are encouraged to collaborate on projects that meet joint needs. Following the PBA conversations, President's Cabinet prioritizes resource allocation requests in consultation with other executives. The Budget Office maintains a [webpage](#) that includes [guidelines](#), access to the PBA Online System, and information for the current and previous annual cycles.

The annual tuition and fees process also provides meaningful opportunities for participation among students in financial planning processes at UVU. The tuition and fees process begins with the General Student Fee Board, a university governance committee comprised of students and executives. In accordance with UVU Policy [511](#), the General Student Fee Board reviews general student fees each year and makes fee recommendations to UVUSA and President's Council. The General Student Fee Board reviews UVU's debt service commitments for student fee-funded bonds and recommends fee adjustments based on those commitments. The university then holds the annual [Truth in Tuition hearing](#) to discuss the current state of university finances; the proposed increase to general student fees recommended by the General Student Fee Board; and the institution's proposed increase to tuition based on projected revenue, enrollment, and resource allocation requests. During Truth in Tuition hearings, students and the public may provide input from which President's Council may make changes to the proposed tuition and fee increases. President's Council presents tuition and fee recommendations to UVU's Board of Trustees for review and approval. The chair of UVU's Board of Trustees and the president present UVU's tuition and fees proposal to UBHE in a public meeting for review and approval.

Financial Planning for Short-Term Health and Long-Term Financial Stability

UVU is committed to operating from a position of financial strength and uses a balance of short- and long-term financial planning to ensure financial stability. Because state tax fund revenues

and student enrollments may change, the university's primary budget includes annual contingency budgets. In accordance with USHE Policy [R562](#), the university maintains a carry-forward balance of appropriated funds of at least 4% to ensure funds are available from one year to the next. Additional budgeting practices, such as the use of a fringe benefit rate to pool benefit costs and central sweeping of vacancy savings, allow the university to adapt to negative short-term revenue changes with limited impact on programs and services. Longer-term revenue changes are addressed annually through the budgeting process to avoid any structural budget deficit and ensure that new fiscal year expenditure budgets reflect anticipated actual revenues.

UVU realistically develops financial resources in accordance with the Utah State Money Management Act of 1974 in Utah Code [51-7](#), the [Money Management Council Rules](#) published by the Utah Office of State Treasurer, the Uniform Prudent Management of Institutional Funds Act in Utah Code [51-8](#), and USHE Policy [R541](#). Short-term investments, such as bank repurchase agreements and the Utah Public Treasurers' Investment Fund, are monitored daily by the university treasurer to maximize return. Relating to university investments, UVU Policy [205](#) establishes processes for the appointment of the university treasurer; creation of an Investment Advisory Committee; cash management pools, endowed and restricted funds, and debt service reserves; and accounting accountability, reporting requirements, and custodial and safekeeping of university investments. Monthly investment reports are reviewed and approved by UVU's Board of Trustees Finance and Facilities Committee and UVU's Board of Trustees. UVU's Board of Trustees Finance and Facilities Committee also receives an annual investment [report](#) from the university treasurer that is audited by the Internal Audit Office to ensure that investment of the university's non-endowment funds has been authorized as appropriate and secure.

UVU Policy [231](#) recognizes the Institutional Advancement Division as the sole university entity with authority to [procure charitable gifts](#) to the university and the University Foundation as the repository for all charitable gifts made to UVU. Financial donations support scholarships, faculty, academic programs, facilities, and athletics. To help raise donated funds, the university unveiled its inaugural comprehensive fundraising campaign, [EverGREEN](#), in October 2022. The [Investment Committee](#) is responsible for monitoring and managing the university's endowment within the guidelines of UVU's investment policy. The Investment Committee provides [quarterly reports](#) to UVU's Board of Trustees and publishes [annual reports](#) on the performance of the university's endowment.

UVU mitigates risk in its financial planning through comprehensive risk management. UVU Policy [201](#) clarifies the handling of expenditures, overruns, and transfers from individual budget lines and defines budget management responsibility. The [Office of Risk Management](#) coordinates and assesses institutional risk management and insurance issues, thereby minimizing risks and costs and reducing litigation. Additionally, the Internal Audit Office maintains a webpage that provides the university community with [training materials](#) and [procedures](#) for cash handling. The university approaches risk management proactively with a mindset of building financial literacy capacity among key institutional stakeholders. The Office of Finance and Business Services and the Budget Office work together to provide initial and ongoing training to financial managers, department chairs, and other employees as needed.

Utah’s Division of Facilities Construction and Management administers most of the construction of facilities for USHE institutions, maintains records, and furnishes cost information for recording capital assets in the books of the university. Construction projects are recorded in the books of the university as funds are expensed or when projects are substantially completed if funded through state appropriations administered through the Division of Facilities Construction and Management. USHE Policy [R702](#) provides the process for approval of facilities not funded by state tax funds.

<i>Required Evidence for 2.E.2</i>	
Policies and procedures for planning and monitoring of operating and capital budgets, reserves, investments, fundraising, cash management, debt management, transfers, and borrowing between funds	<ul style="list-style-type: none"> ▪ Cash Handling Procedures ▪ Cash Handling Training ▪ Institutional Advancement Reports ▪ Money Management Council Rules ▪ Policy Manual (201, 205, 231, 511) ▪ USHE Policy (R541, R562, R702) ▪ Utah Code (51-7, 51-8)
Sample of meeting agendas, minutes, and other documentation as evidence of meaningful opportunities for participation by stakeholders	<ul style="list-style-type: none"> ▪ 2022 UVU Cash and Investment Report ▪ 2022-2023 PBA Guidelines ▪ 2022-2023 Truth in Tuition Hearing ▪ 2022-2023 UVU's Board of Trustees Agendas and Minutes ▪ PBA Process
<i>Supplemental Evidence for 2.E.2</i>	
<ul style="list-style-type: none"> ▪ EverGREEN Comprehensive Fundraising Campaign ▪ Investment Committee ▪ Office of Risk Management ▪ Ways to Give 	

2.E.3

Financial resources are managed transparently in accordance with policies approved by the institution's governing board(s), governance structure(s), and applicable state and federal laws.

Transparent Resource Management

UVU manages financial resources transparently. Throughout a fiscal year, the Budget Office reviews budgeted revenue to actual revenue each month and provides regular updates to President's Cabinet and UEC. The Budget Office places important budget planning and decision documents on its [website](#), including operating budget reports approved by UVU's Board of Trustees, operating budget summaries sorted by division, operating budget five-year comparisons, cost per departmental full-time equivalent reports, and PBA allocation summaries. The Budget Office also maintains a [webpage](#) for the PBA process that includes guidelines, access to the PBA Online System, and information for the current and previous annual cycles.

Additionally, the Office of Finance and Business Services posts annual financial reports on its [website](#), and the Institutional Advancement Division posts annual endowment reports on its [website](#). University policies related to financial management are approved through a shared governance process, are approved by UVU's Board of Trustees, and are posted in the web-based [Policy Manual](#). Transparency is also achieved at the state level through a [website](#) maintained by the Office of the State Auditor for the public to get detailed financial information about the state of Utah and its agencies. Furthermore, USHE maintains a web-based [dashboard](#) that visually reports expenditures by fiscal year for public institutions of higher education in Utah.

Financial Oversight

UVU has well-established internal controls in place to provide reasonable assurance measures for financial oversight. The Finance Division guides the formulation and implementation of institutional policies and procedures for general financial policies, auxiliary enterprises, procurement, and travel. Similarly, the Institutional Advancement Division guides the formulation and implementation of institutional policies and procedures for development.

In addition to policy, UVU employs a range of preventive controls with the goal of decreasing the chances of error or fraud before it can occur. Preventive controls include requiring completion of [trainings](#) in UVU Learn before an employee travels or makes purchases, communicating expenditure [guidelines](#), establishing [purchasing thresholds](#), and providing information that is accessible to university employees in the myUVU employee portal, such as [travel resources](#). The university also uses eProcurement software called [JAGGAER](#), which integrates with Ellucian Banner Finance to manage requisitioning, payment, and receiving workflows and levels of approval within a single system. Additionally, UVU employs [finance managers](#) to assist academic and non-academic units with complex budgeting.

As part of USHE, policies at the federal, state, and institutional levels are well established and highly monitored by internal and external entities. The Policy Manual contains 23 distinct policies in the Financial Affairs and Development section, categorized into the following sub-sections: General Financial Policies, Auxiliary Enterprises, Development, Procurement, and

Travel. Beyond the university, Utah Code contains state financial policies in [53B-7](#), and USHE has numerous approved financial policies in the Business and Financial Affairs section.

<i>Required Evidence for 2.E.3</i>	
Description of internal financial controls	<ul style="list-style-type: none"> ▪ Appropriate Expenditure Guidelines ▪ Policy Manual (Financial Affairs and Development section) ▪ Position Descriptions for Finance Managers ▪ Purchasing Card and Travel Card Training in UVU Learn ▪ Purchasing Card Resources ▪ Travel Resources in myUVU Employee Portal
Board approved financial policies, state financial policies, or system financial policies	<ul style="list-style-type: none"> ▪ Policy Manual (Financial Affairs and Development section) ▪ USHE Policy (Business and Financial Affairs section) ▪ Utah Code (53B-7)
<i>Supplemental Evidence for 2.E.3</i>	
<ul style="list-style-type: none"> ▪ Annual Financial Reports ▪ Budget Office Reports ▪ Institutional Advancement Reports ▪ PBA Process ▪ Transparent Utah ▪ USHE Expenditures by Year ▪ UVU JAGGAER 	

Human

Resources



Human Resources

2.F.1

Faculty, staff, and administrators are apprised of their conditions of employment, work assignments, rights and responsibilities, and criteria and procedures for evaluation, retention, promotion, and termination.

Rebranding of Human Resources to the People and Culture Division

UVU rebranded what was the Office of Human Resources to be officially known as the People and Culture Division in May 2021. Through collaborative partnerships, the People and Culture Division designs, develops, and delivers comprehensive, creative, people-focused solutions that align with the university's mission. This past year, UVU was ranked 10th on the [2022 Forbes list](#) of best-in-state employers.

Conditions of Employment

UVU is an Affirmative Action, Equal Opportunity, and Equal Access employer committed to an inclusive hiring process and welcoming of diverse candidates. The People and Culture Division has developed a comprehensive hiring toolkit that is accessible to university employees in the [myUVU](#) employee portal. The hiring toolkit includes links to UVU Policies [302](#) and [306](#) for the hiring of staff, student, and faculty employees, [faculty](#) and [staff and executive](#) hiring guides, [guidelines](#) for position classification and compensation, applicant search [instructions](#), [templates](#) for position announcement language, and [samples](#) of interview questions.

Per UVU Policy [333](#), candidates for employment with the university must undergo and successfully pass all necessary and relevant background checks before they may begin employment or other services. Once hired, new full-time employees are required to attend an [orientation session](#) to gain awareness of the university's mission and governance models; federal, state, and local compliance issues; conditions of employment; workloads and assignments; employee rights and responsibilities; and criteria and procedures for evaluation, retention, promotion, and termination. To further assist with the successful onboarding of new employees, the People and Culture Division maintains a website, [New 2 UVU](#), which includes information, resources, and tools for new employees.

Staff members receive an annual letter from the People and Culture Division that communicates their position title, FLSA classification, pay grade, and base pay calculation for the upcoming fiscal year. Similarly, faculty members receive a letter of appointment from the Academic Affairs Division prior to the beginning of each academic year. All full-time employees may access current and past total compensation information describing all pay and benefits that the employee receives or that is paid on the employee's behalf in the myUVU employee portal.

Work Assignments

The People and Culture Division maintains an online position description library for all staff and faculty positions. The online position description library is accessible via the myUVU employee portal, as well as [informational training resources](#). Each position description outlines duties, responsibilities, and qualifications required for an employee to function successfully in that

position. Staff employees review their position descriptions annually in collaboration with their supervisors as part of the annual review process. Per UVU Policy [331](#), supervisors are responsible for ensuring staff employees have a current position description and a clear understanding of their responsibilities.

Rights and Responsibilities

University policies associated with rights and responsibilities for all employees are contained in the People and Culture section of the [Policy Manual](#). Examples of key policies include:

- UVU Policy [322](#), Employment Responsibilities and Standards: This policy contains the major employment responsibilities and standards of all employees of the university.
- UVU Policy [325](#), FLSA Compliance: This policy sets forth and explains the university's requirements related to exempt and nonexempt classifications, work hours, recording hours and timekeeping, overtime pay, compensatory time, call-in pay, holiday premium pay, meal periods, rest breaks, and pay information.
- UVU Policy [361](#), Employee Leave: This policy articulates the provision of leave, paid and unpaid, to support employees' wellness and work and life balance.

For faculty members, additional rights and responsibilities for teaching, scholarship, service, and artistic creation are delineated in UVU Policy [635](#). Annually, all UVU employees must complete five mandatory [training courses](#) in discrimination and prevention, cybersecurity, conflict of interest, FERPA, and workplace conduct. Additionally, full-time staff employees and non-tenured faculty members serve probationary periods to assess their abilities to perform the duties and fulfill the responsibilities of their positions.

Criteria and Procedures for Evaluation, Retention, Promotion, and Termination

Supervisors conduct performance evaluations at least once a year with all benefits-eligible, nonexempt, and exempt staff employees who have completed their probationary periods. The People and Culture Division provides oversight and management of a growth-focused performance evaluation process, including support and training for both supervisors and employees participating in the performance evaluation process. UVU Policy 331 articulates expectations for the staff annual review process and provides the framework for a system that supports each employee's growth and development in alignment with goals set by their academic or administrative unit and the university.

Concerns about staff employee performance or behavior issues are commonly addressed through informal discussion and counseling between the supervisor and the employee. When more formal action is warranted, supervisors, in consultation with the Employee Relations Department, may implement corrective actions as outlined in UVU Policy [371](#). For non-faculty employees, UVU Policy [352](#) addresses decisions for pay compensation and salary grade advancements, and UVU Policy [372](#) addresses termination criteria and procedures for resignations. UVU Policies [374](#) and [375](#) articulate procedures for exit clearances for hourly and salaried employees, respectively.

Each full-time faculty member at the university is comprehensively evaluated on teaching, scholarship and creative work, service, and compliance with policies and other written institutional expectations. UVU Policy [633](#) establishes:

- types of non-disciplinary supervisor feedback that can occur throughout the year and during the annual review process,
- an annual goal-setting process that facilitates yearly faculty planning and supervisor guidance about those plans, and
- an annual review process in which the faculty member and supervisor formally evaluate faculty performance from the previous year.

For faculty members, advancement in rank is evaluated on its own merit and in accordance with UVU Policy [632](#) and rank evaluation criteria and guidelines that are established and periodically updated by their respective department RTP committees such as those established by the [School of Education](#). Per UVU Policy [637](#), tenure is awarded when a faculty member demonstrates sustained and expected levels of teaching effectiveness, scholarly and creative endeavors, and service to the profession, the university, and the community, as set forth in the approved department tenure criteria and in accordance with all academic policies relevant to the faculty member’s position.

<i>Required Evidence for 2.F.1</i>	
Human resource policies and procedures	<ul style="list-style-type: none"> ▪ Classification and Compensation Guidelines ▪ Conducting an Applicant Search Instructions ▪ Faculty Hiring Guide ▪ Policy Manual (302, 306, 333) ▪ Position Announcement Language ▪ Sample Interview Questions ▪ Staff and Executive Hiring Guide
Policies and procedures related to teaching, scholarship, service, and artistic creation	<ul style="list-style-type: none"> ▪ Policy Manual (633, 635) ▪ Sample RTP Criteria for School of Education
Policies and procedures for apprising employees of working conditions, rights and responsibilities, evaluation, retention, promotion, and termination	<ul style="list-style-type: none"> ▪ New Employee Orientation ▪ Policy Manual (322, 325, 331, 352, 361, 371, 372, 374, 375, 632, 633, 637) ▪ Position Description Library Training ▪ Required Trainings and Probationary Periods

Supplemental Evidence for 2.F.1

- [myUVU](#)
- [New 2 UVU](#)
- [UVU Awarded Top Ten Ranking on the Forbes Best-in-State Employers 2022 List](#)

2.F.2

The institution provides faculty, staff, and administrators with appropriate opportunities and support for professional growth and development.

Professional Growth and Development Opportunities for University Employees

UVU provides faculty, staff, and executives with appropriate opportunities and support for ongoing professional development. The university has invested in a multi-year contract to provide all employees with free access to [LinkedIn Learning](#), an on-demand virtual platform with thousands of expert-led course videos. The university also provides free access to a secondary online learning environment, [UVULearn](#), where employees can take courses on a variety of topics to improve existing job skills and acquire new expertise. The Culture and Talent Department hosts home-grown workshop series, including the award-winning [UVULead](#) workshops, [UVUDevelop](#) workshops, and [Foundations of Inclusion](#) workshops at no charge to employees. The Culture and Talent Department also administers coaching and training opportunities from external professional development [organizations](#), such as Birkman coaching, Crucial Conversations, Getting Things Done, and Influencer, at a flat rate to departments for each employee participating.

In accordance with UVU Policy [357](#), the university provides tuition remission to eligible employees, spouses, and dependent children who enroll in undergraduate courses offered at UVU. Additionally, UVU Policy [361](#) allows each full-time staff and faculty employee the equivalent of one working day of community service leave with pay to perform voluntary, uncompensated community service each year. Per USHE Policy [R606](#), university employees may also apply for the USHE Employee Partner Scholarship, a one-year scholarship award to attend another public institution of higher education in Utah.

Nearly two decades ago, UVU developed the [Utah Valley Senior Executive Leadership Forum](#) as an intellectually stimulating career exploration and discovery experience for faculty and staff who have demonstrated exceptional promise in contributing to excellence at the university. Each year, a diverse cohort of fellows is selected by members of President's Cabinet through an application process from a pool of applicants across the university. For approximately 11 months, the cohort of fellows engage in mentoring, wide-ranging discussions and learning activities related to critical issues and opportunities that arise in leading and managing the higher education enterprise.

Professional Growth and Development Opportunities for Staff Members

For staff members, [PACE](#) administers and co-administers a range of initiatives and programs. These include the Staff Education Fund, Staff Professional Development Award, and [Summer](#)

[University](#), a three-day professional and personal development conference. During the [annual review process](#), university executives and staff members address how they maintained area expertise and assess a rating for this competency. University employees serving in supervisory roles are encouraged to develop employees within their respective reporting structures through participation and leadership in professional organizations, conferences, and workshops.

Professional Growth and Development Opportunities for Faculty Members

For faculty members, UVU offers sabbatical leave to qualified tenured faculty in accordance with UVU Policy [640](#) so that they may engage in meaningful and rigorous pedagogical, scholarly, and creative activities to enhance their capacities to contribute to students, the university, and themselves. The process to receive a sabbatical is rigorous and competitive, and faculty may choose to apply for a semester or full academic year sabbatical.

The [Office of Teaching and Learning](#) also supports professional growth and development for faculty members. Through this office, faculty may engage in the Teaching Excellence Program to earn teaching certifications; become a fellow of the Higher Education Academy; and access asynchronous and synchronous events, trainings, and workshops. Additionally, the [Office of Faculty Development](#) supports the career progression of faculty through learning communities, seminars, and workshops. Faculty members use Watermark Faculty Success, an electronic portfolio, to document professional growth and development activities they undertake.

<i>Required Evidence for 2.F.2</i>	
Employee professional development policies and procedures	<ul style="list-style-type: none"> ▪ Annual Review Competencies and Ratings for Executives and Staff Members ▪ Policy Manual (357, 361, 640) ▪ USHE Policy (R606)
<i>Supplemental Evidence for 2.F.2</i>	
<ul style="list-style-type: none"> ▪ Coaching and Training from External Organizations ▪ Foundations of Inclusion Trainings ▪ LinkedIn Learning ▪ Office of Faculty Development ▪ Office of Teaching and Learning ▪ PACE ▪ Summer University ▪ Utah Valley Senior Executive Leadership Forum ▪ UVUDevelop Workshops ▪ UVULead Workshops ▪ UVULearn 	

2.F.3

Consistent with its mission, programs, and services, the institution employs faculty, staff, and administrators sufficient in role, number, and qualifications to achieve its organizational responsibilities, educational objectives, establish and oversee academic policies, and ensure the integrity and continuity of its academic programs.

Sufficient Role and Number of Faculty, Staff, and Administrators

UVU employs a sufficient number of employees who are committed to achieving its organizational responsibilities. On an annual basis, each senior university leader reviews full-time equivalents provided by the Budget Office with their respective leadership teams to ensure the university's ability to accomplish educational and operational objectives. UVU strives to maintain an appropriate ratio of full-time staff members per full-time faculty member to support the integrity and continuity of its academic programs and services. To maintain this balance, UVU Policy [308](#) requires all individual salaried positions to be requested and approved through the PBA [process](#), and every salaried position must have an approved job description or class specification in the online position description library maintained by the People and Culture Division. The table below reflects the number of UVU employees by employee group as of May 1, 2023.

Employee Group	Number of Employees	Full- or Part-Time Status
Exempt	948 employees	Full-time
Classified (salaried)	552 employees	Full-time
Faculty (salaried)	782 employees	Full-time
Faculty (adjunct)	808 employees	Part-time
Hourly and student workers	2,040 employees	Part-time

When UVU evolved from college to university in 2008, senior university leaders established a 55% benchmark for instruction delivered by full-time faculty. To date, the university has achieved and exceeded this goal.

Sufficient Qualifications for Faculty, Staff, and Administrators

UVU strives to hire employees of the highest caliber. UVU Policies [302](#), [306](#), and [309](#) govern hiring practices for staff and student employees, faculty employees, and executive employees, respectively. Approved position descriptions for all full- and part-time positions include information about knowledge, skills, and abilities needed to perform the job; minimum and preferred educational and experience qualifications; and required licensures or certifications. Position descriptions are reviewed by both the People and Culture Division and supervisors any time a position enters the recruitment process and after organizational changes. During the annual review process, supervisors also review position descriptions in collaboration with each employee.

UVU posts position announcements for vacancies on a [webpage](#) maintained by the People and Culture Division. At a minimum, vacancies for tenure-track faculty positions are advertised for 30 business days and non-tenure-track faculty positions and full- and part-time staff positions are

advertised for 7 days. UVU uses [NEOED](#), a secure applicant tracking system, for applicants to apply for positions and submit their materials. As noted in the [Faculty Hiring Guide](#) and [Staff and Executive Hiring Guide](#), search committee members evaluate applications, interview applicants, and provide recommendations to the hiring manager for the candidate they deem as the most qualified. The People and Culture Division also provides hiring managers and search committee chairs with step-by-step [instructions](#) for conducting an applicant search to fill a position vacancy.

Every employee that is on a search committee is required to complete UVUHire Search Committee [training](#) prior to participating. This training includes an introduction to employment law and addresses the cost of hiring an employee; unconscious bias; equal opportunity; and evaluating, interviewing, and onboarding new employees. Search chairs are required to complete an additional training, named UVUHire Search Chair, to prepare them to act as the Affirmative Action and Equal Employment Opportunity representative who can assist in ensuring compliance with university policy and state and federal employment laws. Certifications for UVUHire Search Committee and UVUHire Search Chair trainings are active for one year

With respect to faculty member qualifications, the table below describes the highest degree earned and tenure status of full-time faculty members who were employed at UVU during the Fall 2022 semester. As shown in the table, nearly 62% of full-time faculty members held doctoral degrees and 34% held master’s degrees.

Highest Degree Earned	Tenured Faculty Members	Non-Tenured Faculty Members	Totals
Bachelor’s Degree	7 faculty members	11 faculty members	18 faculty members
Master’s Degree	95 faculty members	179 faculty members	274 faculty members
Doctoral Degree	286 faculty members	207 faculty members	493 faculty members
Other	5 faculty members	9 faculty members	14 faculty members
Totals	393 faculty members	406 faculty members	799 faculty members

Establishment and Oversight of Academic Policies

Full-time faculty members are active in the formulation and approval of academic policy by participating on policy drafting committees, serving on Faculty Senate and its committees responsible for policy review, and providing feedback through the [policy process](#) that is delineated in UVU Policy [101](#). The president of Faculty Senate serves as a voting member on President’s Council, which also has a central role in the governance of university policy. Approved academic policies are contained in the Academics section of the [Policy Manual](#). UVU Policy [635](#) documents the following engagement and responsibilities for members of the faculty at the university:

- Faculty hold the primary responsibility for curriculum, subject matter and methods of instruction, research, creative works, performance, and faculty status.
- Faculty have designated responsibilities concerning decisions regarding faculty.

- Faculty have the right to vote on faculty appointments, promotions, and tenure, and to vote for representatives to college and university representative bodies, where their rank and status are appropriate.
- Faculty have the ability to set the requirements for the degrees offered, determine when students have met the requirements, and recommend to the president and Board of Trustees the granting of degrees, subject to approval by the president, Board of Trustees, federal and state authorities, and accrediting bodies.

Assurance of Integrity and Continuity of Academic Programs

UVU Policies [601](#), [603](#), [605](#), [606](#), [607](#), [608](#), and [612](#) and governance [documents](#) for Faculty Senate denote that full-time faculty exercise a central role in the design, approval, delivery, revision, periodic review, and deletion of academic courses and programs. The integrity and continuity of academic programs at the university encompass [curriculum procedures](#) and [academic assessments](#), which are supported by:

- designated staff members, such as academic advisors;
- staff offices, such as the Curriculum Office; and
- executive employees, such as the associate provost for Academic Programs and Assessment.

[University governance committees](#) related to academic programs include the Course Fee Review Committee, the General Education Committee, the Global Intercultural Committee, the Graduate Council, and the University Curriculum Committee. The [Office of Teaching and Learning](#) also provides faculty with support on various instructional delivery modes, guidelines and instructional design services for course development and assessment, and professional learning opportunities for teaching excellence.

The Academic Affairs Division employs multiple categories of personnel to maintain its operations and support academic programs. [Academic organizational charts](#) are housed on a webpage maintained by the Office of the Provost and provide information about the division’s structure and function. UVU Policy [331](#) and ongoing performance evaluation [procedures](#) acknowledge how the growth and development of staff employees is aligned with unit, department, and university goals. Similarly, UVU Policy [633](#) establishes comprehensive evaluation procedures for full-time faculty members to foster excellence in teaching and support for the university’s educational mission.

<i>Required Evidence for 2.F.3</i>	
Documentation about engagement and responsibilities specified for faculty and staff, as appropriate	<ul style="list-style-type: none"> ▪ 2023-2024 Handbook for Planning and Assessment at UVU ▪ Bylaws of the Faculty Senate of UVU ▪ Policy Manual (101, 601, 603, 605, 606, 607, 608, 612, 635) ▪ University Curriculum Committee Procedures ▪ University Governance Committees

<i>Required Evidence for 2.F.3 (continued)</i>	
Personnel hiring policy and procedures	<ul style="list-style-type: none"> ▪ Conducting an Applicant Search Instructions ▪ Faculty Hiring Guide ▪ Policy Manual (302, 306, 308, 309) ▪ Staff and Executive Hiring Guide ▪ UVUHire Search Committee and Search Chairs Trainings
Academic organizational chart	<ul style="list-style-type: none"> ▪ Academic Organizational Charts
Administrator, staff, and faculty evaluation policies and procedures	<ul style="list-style-type: none"> ▪ Ongoing Performance Evaluation Procedures for Staff Employees ▪ Policy Manual (331, 633)
<i>Supplemental Evidence for 2.F.3</i>	
<ul style="list-style-type: none"> ▪ NEOED ▪ Office of Teaching and Learning ▪ PBA Process ▪ Policy Process ▪ UVU Jobs 	

2.F.4

Faculty, staff, and administrators are evaluated regularly and systematically in alignment with institutional mission and goals, educational objectives, and policies and procedures. Evaluations are based on written criteria that are published, easily accessible, and clearly communicated. Evaluations are applied equitably, fairly, and consistently in relation to responsibilities and duties. Personnel are assessed for effectiveness and are provided feedback and encouragement for improvement.

Performance Evaluation Process

The People and Culture Division has developed a continual performance evaluation [process](#) for executives, staff members, and faculty members, which includes a regular conversation cycle and systematic activities. These conversations and activities are in alignment with UVU’s mission and goals, educational objectives, and university policies and procedures. The goal of the performance evaluation system is to provide employees with feedback support, coaching, and a tool to plan, maintain, and continuously improve their future performances. The university requires that the results of goal setting, midyear check-in, and annual review conversations are documented in the performance development system, UVU Perform. Access to UVU Perform and comprehensive information for the performance evaluation process is accessible to university employees in the [myUVU](#) employee portal.

Regular and Systematic Evaluation of Executives

The annual performance evaluation [process](#) for executives is based on area accomplishments and ratings for performance with each of the university’s established core competencies. These competencies are: Developing Others, Creating an Inclusive Culture, Communicating Clearly and Candidly, Holding Yourself and Others Accountable, Delivering Results, Managing Effectively, Job Knowledge and Technical Competencies, and Productive Work Habits. Each

competency is first rated by the executive and then rated by their supervisor with a five-level system: Did Not Meet Expectations, Met Some Expectations, Met Expectations, Exceeded Expectations, and Exemplary Performer. During the 2022-2023 review period, 100% of executives completed an annual review.

Regular and Systematic Evaluation of Staff Members

Per UVU Policy [331](#), staff members are evaluated annually. Each full-time, benefits-eligible staff member who has completed their probationary period is evaluated by their supervisors based on their performance over the previous calendar year. University policy defines the responsibilities of executives, supervisors, and staff members in the process. To ensure fairness, evaluations are reviewed by second-level supervisors prior to discussions that take place between staff members and supervisors. Staff members who disagree with an annual performance evaluation and cannot resolve the disagreement with their supervisor may appeal to the second-level supervisor. The People and Culture Division provides annual training for the performance evaluation process to all staff members and supervisors.

The annual performance evaluation [process](#) for full-time staff members is based on goal achievement and ratings for their performances with each of the university's established core competencies. These competencies are: Creating Positive Experiences, Promoting an Inclusive Culture, Taking Responsibility, Communicating Clearly and Candidly, Maintaining Area Expertise, and Delivering Results. Each competency is first rated by the staff member and then rated by their supervisor with a five-level system: Did Not Meet Expectations, Met Some Expectations, Met Expectations, Exceeded Expectations, and Exemplary Performer. Where areas for improvement in a staff member's performance are identified, the supervisor and the staff member develop a plan for improvement and work together over the next review period to meet the plan's provisions. During the 2022-2023 review period, 93% of full-time, benefits-eligible staff members completed an annual review.

Regular and Systematic Evaluation of Faculty Members

All full-time faculty members are evaluated annually, regardless of tenure status. USHE Policy [R481](#) and UVU Policy [633](#) require all faculty members, tenure-track and tenured, to be evaluated annually on faculty competence. Tenure-track faculty engage in an annual performance review process with their supervisors that addresses:

- the expectation inferred from department RTP criteria, such as those established by the [School of Education](#), for teaching, scholarship, and creative work as applicable, and service as applicable, but reflecting what might reasonably be accomplished in a single year in light of the faculty member's workload.
- compliance with policies and other written institutional expectations conveyed by supervisory authorities.
- the details specified in a Notice of Improvement Needed or Professional Improvement Plan when such exist.

Faculty performance in each of the annual performance evaluation areas of teaching, scholarship and creative work, service, and compliance is first rated by the faculty member and then rated by their supervisor with a five-level system: Does Not Meet Expectations, Sometimes Meets Expectations, Meets Expectations, Sometimes Exceeds Expectations, and Exceeds Expectations. The annual performance review process for tenure-track faculty also includes a review of the tenure plan and subsequent feedback from the department chair to the faculty member. Per UVU Policy [637](#), comprehensive reviews occur at midterm in the probationary period and at the time of consideration for tenure in the final year of the probationary period. For tenured faculty, the annual performance evaluation process constitutes a post-tenure review in accordance with USHE Policy R481. During the 2022-2023 review period, 99% of full-time faculty members completed an annual review.

To ensure course integrity and to facilitate the ongoing improvement of teaching, UVU Policy [639](#) stipulates that adjunct faculty members participate in the standard university-wide student rating of instruction for course sections. Department chairs have access to completed evaluations for adjunct faculty members and may discuss such evaluations with the respective adjunct faculty member. Adjunct faculty members are assigned specific course sections on a semester-by-semester basis. At the conclusion of each semester, an adjunct faculty member’s employment is terminated. Adjunct faculty may be rehired without posting within the same academic year and subsequent summer semester. Such renewal of hire is based on performance and departmental needs.

Academic Rank and Advancement for Faculty Members

UVU Policy [632](#) establishes academic ranks open to members of the academic community. Newly hired tenure-track and non-tenure track faculty members are assigned an appropriate rank in accordance with department RTP criteria with consideration given to previous academic experience, professional experience, and professional training. UVU Policy 632 also delineates minimum qualifications and procedures for rank advancement among tenure-track and non-tenure track faculty members. Neither the attainment of tenure nor the length of time at a particular rank automatically confers rank advancement, with the exception of promotion to the rank of associate professor upon achieving tenure. Each promotion is evaluated on its own merit, recognizing not merely what has been accomplished, but also the promise for future achievement.

<i>Required Evidence for 2.F.4</i>	
Administrator, staff, and faculty evaluation policies and procedures	<ul style="list-style-type: none"> ▪ Ongoing Performance Evaluation Procedures for Executives ▪ Ongoing Performance Evaluation Procedures for Staff Members ▪ Policy Manual (331, 632, 633, 637, 639) ▪ Sample RTP Criteria for School of Education ▪ USHE Policy (R481)
<i>Supplemental Evidence for 2.F.4</i>	
	<ul style="list-style-type: none"> ▪ myUVU ▪ UVU Performance Development Process Timeline

Student Support

Resources



Student Support Services

2.G.1

Consistent with the nature of its educational programs and methods of delivery, and with a particular focus on equity and closure of equity gaps in achievement, the institution creates and maintains effective learning environments with appropriate programs and services to support student learning and success.

University Overview

UVU is an integrated university and community college that educates every student for success in work and life through excellence in engaged teaching, services, and scholarship. The university offers academic programs at the certificate, associate degree, bachelor's degree, and master's degree levels at the main campus located in Orem and additional off-site [locations](#), including the Canyon Park Building, Capitol Reef Field Station, Lehi Campus, Provo Airport Campus, Vineyard Dome, Wasatch Campus, and West Campus. Academic coursework is offered via a range of [modalities](#) that include face-to-face, livestream, online, and modality combinations. The university also delivers online academic programs via [UVU Online](#).

As an open admissions university, UVU [serves](#) over 43,000 students, of whom 83% are students who are employed while enrolled, 40% are part-time students, 38% are first-generation students, and 30% are 25 years of age or older. The university maintains a particular focus on equity and the closure of equity gaps in achievement by creating and maintaining effective learning environments and appropriate programs and services to support student learning and success.

Effective Learning Environments

To support student learning and success in physical spaces, UVU [monitors](#) learning environments closely. As reflected in the [2023 USHE Data Book](#), UVU has 3,457,235 total square feet, of which classroom and teaching laboratory utilization data are collected through the [Ellucian Banner](#) and [CollegeNET 25Live](#) systems and monitored by the Academic Scheduling Office. In addition to classroom and teaching laboratory spaces, the university has several institutional spaces that support teaching and learning objectives located at the main campus in Orem, including the following:

- a [greenhouse](#) located in the Science Building, which is a 2,600-square foot facility consisting of a headhouse and three climate-controlled greenhouses for temperate, tropical, and arid climates.
- the [Entrepreneurship Institute](#), [Money Success Center](#), and the Sales Marketing Applied Research Test Laboratory ([SMART](#)) located in the Scott C. Keller Building.
- [Restaurant Forte](#), a premier restaurant located in the Utah Community Credit Union Center where students in the culinary arts programs plan and prepare food.
- the [Melisa Nellesen Center for Autism](#), which provides evidence-based services and training to those living and working with individuals who have autism spectrum disorder.

Additionally, the [Fulton Library](#) provides user-centered learning services that include equipment and materials checkout, interactive and video research tutorials, interlibrary loan, scan-and-deliver services, and course reserve materials. The Fulton Library also maintains open-access computers on all five floors of the library with software for a variety of functions including word processing, creating presentations, statistical analysis, graphic design, photo manipulation, and video editing. Additionally, the Fulton Library offers 27 study room spaces with room capacity ranging from 2 to 10 people for students, faculty members, or staff members.

Appropriate Programs and Services

To further support student learning and success, UVU offers numerous student support services that address the academic and personal needs of students. A comprehensive listing of student support services is provided on a [webpage](#) maintained by the Enrollment Management Office. This listing includes information for programs and services in each of the following categories: academic and career resources, childcare, crisis hotlines and treatment resources, financial resources, get involved, mental and physical health, learning assistance and tutoring, support systems, and technology resources and support. Below are a few examples of learning assistance and tutoring services offered by the university:

- [Academic Tutoring](#): Staff employees offer online and in-person tutoring services for over 500 undergraduate courses in business, computer science, engineering, and more. Staff employees also offer supplemental instruction services in historically difficult undergraduate courses with high drop, fail, or withdraw rates.
- [Language Lab](#): Staff employees offer online and in-person tutoring for undergraduate courses in American Sign Language, French, German, Japanese, Portuguese, Russian, and Spanish.
- [Learning Strategies Support](#): Staff employees offer resources with time management, test anxiety, test-taking skills, note-taking skills, and reading textbooks.
- [Math Lab](#): Staff employees offer online and in-person tutoring for undergraduate math courses. Staff employees also provide online resources and supplemental materials to reinforce mathematical concepts.
- [Writing Center](#): Faculty and staff employees offer online and in-person writing support for undergraduate and graduate courses. Faculty and staff employees also offer asynchronous video feedback tutorials on writing assignments.

UVU provides additional support to several specialty student populations. Student veterans, service members, and their dependents are assisted from registration to graduation through the [Veteran Success Center](#). Academic, athletic personal, and professional development support is provided for [student-athletes](#) while participating in National Collegiate Athletic Association (NCAA) Division I athletics. Academic, personal, and social student development support for students who are low-income individuals, first-generation college students, or individuals with disabilities is available through UVU's [TRIO Student Support Services](#) federally funded program.

UVU launched a series of efforts to address student wellbeing in 2019, with a specific focus on food insecurity, housing insecurity, mental health, and safety. These efforts resulted in the establishment of a Coordinated Access to Resources and Education ([CARE](#)) Hub that connects students to needed resources. Progress from efforts to address student wellbeing is also evident through expansion of [food pantry](#) access and available items, the implementation of [peer-to-peer coaching](#) services, the expansion of [wellness services](#) that provide access to stress-reduction rooms, the expansion of [health coaching services](#) to address individual nutrition counseling provided by dietitians, and the addition of inclusive mental health professionals to [Student Health Services](#).

<i>Required Evidence for 2.G.1</i>	
<p>Listing of programs and services supporting student learning needs</p>	<ul style="list-style-type: none"> ▪ <u>Academic Tutoring</u> ▪ <u>Entrepreneurship Institute</u> ▪ <u>Food Pantry</u> ▪ <u>Fulton Library</u> ▪ <u>Health Coaching Services</u> ▪ <u>Language Lab</u> ▪ <u>Learning Strategies Support</u> ▪ <u>Math Lab</u> ▪ <u>Melisa Nellesen Center for Autism</u> ▪ <u>Money Success Center</u> ▪ <u>Restaurant Forte</u> ▪ <u>SMART Laboratory</u> ▪ <u>Student Health Services</u> ▪ <u>TRIO Student Support Services</u> ▪ <u>UVU CARE Hub</u> ▪ <u>UVU Greenhouse</u> ▪ <u>UVU Mentors</u> ▪ <u>Veteran Success Center</u> ▪ <u>Wellness Services</u> ▪ <u>Wolverine Academics</u> ▪ <u>Writing Center</u>
<i>Supplemental Evidence for 2.G.1</i>	
<ul style="list-style-type: none"> ▪ <u>CollegeNET 25Live</u> ▪ <u>Ellucian Banner</u> ▪ <u>Locations</u> ▪ <u>Resources for Students and Parents</u> ▪ <u>Schedule Types</u> ▪ <u>USHE Data Books</u> ▪ <u>UVU Online</u> ▪ <u>UVU Space Utilization Report for 2021-2022</u> ▪ <u>UVU Student Body</u> 	

2.G.2

The institution publishes in a catalog, or provides in a manner available to students and other stakeholders, current and accurate information that includes: institutional mission; admission requirements and procedures; grading policy; information on academic programs and courses, including degree and program completion requirements, expected learning outcomes, required course sequences, and projected timelines to completion based on normal student progress and the frequency of course offerings; names, titles, degrees held, and conferring institutions for administrators and full-time faculty; rules and regulations for conduct, rights, and responsibilities; tuition, fees, and other program costs; refund policies and procedures for students who withdraw from enrollment; opportunities and requirements for financial aid; and the academic calendar.

University Publications

UVU uses two major publications to communicate current and accurate information to students and other stakeholders: the university [website](#) and the [University Catalog](#). The university website is a sponsored, top-level domain that is publicly accessible by anyone with an Internet connection. The home page serves as the starting point and facilitates user-friendly navigation to a wide range of other official university sites via top-level links. Each website is assigned to a department within a division of the institution and has designated owners, managers, and contributors who hold specific responsibilities for their websites and connected webpages. To ensure that all aspects of the university website are accurate and contains up-to-date information, a website audit is conducted annually.

The University Catalog is maintained exclusively on a webpage maintained by the Enrollment Management Office that is publicly accessible to students and other stakeholders. The University Catalog is published annually by the Registrar's Office on the Catalog website, which defaults to the most recently published edition. Online publication of the University Catalog provides instantaneous access and convenient tools to track official sources of information for prospective and enrolled students. Information contained in each catalog edition is the most current and accurate at the time of publication. Archived catalog editions may be accessed via the Catalog Options link located in the navigation menu on the page header of the Catalog website.

Communication of Current and Accurate Information

UVU's mission is accessible via the General Information [link](#) in the University Catalog. This webpage also delineates information about the university's values, action commitments and objectives, roles of the institution, historical development of the institution, and institutional accreditation. UVU is a mission-driven institution; therefore, the mission, values, and action commitments and objectives are prominent throughout the university website and are also found on the following websites and webpages:

- the About UVU top-level [link](#) on the home webpage.
- the Mission and Values [link](#) in the navigation menu on the Office of the President website.
- the Vision 2030 [website](#), which houses the university's updated strategic plan.
- a wide range of institutional resources, such as the New 2 UVU [website](#).

The university website and current and archived editions of the University Catalog also contain current and accurate information for each of the topics below.

- **Admission Requirements and Procedures:** In the current catalog edition, this information for admission requirements and procedures may be accessed via the Admissions [link](#) in the left sidebar. This link connects directly to the Admissions website, which is maintained by the Office of Admissions. The university's home page also includes a top-level link to the Admissions website in the home page header.
- **Grading Policy:** In the current University Catalog edition, the institutional grading policy may be accessed via the Academic Policies and Standards [link](#) in the left sidebar. Key references to the university's grading policy are also made in UVU Policy [523](#).
- **Information for Academic Programs and Courses:** In the current University Catalog edition, the Degrees and Programs [link](#) in the left sidebar connects to a webpage that lists all active degrees and programs offered at UVU. Module tabs organize each degree and program by type, which includes bachelor's degrees, graduate degrees, associate degrees, certificates, minors, and other awards such as diplomas. The link associated with each degree and program connects to a different webpage that contains degree- and program-specific information organized by the following module tabs: Requirements, Graduation Plan, Department, and Program Details. The Requirements tab contains a summary description; total program credits; course information for matriculation requirements, general education requirements, discipline core requirements, and elective requirements; and specific graduation requirements.
- **Expected Learning Outcomes (Individual Degrees and Programs):** Current and archived editions of the University Catalog contain information for expected learning outcomes for each degree and program, which are called Program Learning Outcomes at UVU. In the current edition of the University Catalog, the Program Details tab on the webpage for each degree and program includes the related Program Learning Outcomes. Additionally, a link to the respective academic department site is included on the Department tab for each degree and program. The [Office of Institutional Effectiveness, Accreditation, and Academic Assessment](#) also provides information about Program Learning Outcomes for each degree and program in the university's annual [academic program inventory](#), which is posted on its website, as well as the [website](#) for the Curriculum Office.
- **Expected Learning Outcomes (All Degrees and Programs):** The university has identified expected learning outcomes for all academic programs, which are called Essential Learning Outcomes. Essential Learning Outcomes are introduced in general education courses and then reinforced and expanded in Program Learning Outcomes and Course Learning Outcomes. Current and archived editions of the University Catalog contain information for the Essential Learning Outcomes. In the current University Catalog edition, the Essential Learning Outcomes link in the left toolbar connects to a [webpage](#) that is maintained by the Office of Institutional Effectiveness, Accreditation, and Academic Assessment.

- **Required Course Sequences and Projected Timelines to Completion Based on Normal Student Progress and the Frequency of Course Offerings:** Current and archived editions of the University Catalog contain information for required course sequences and projected timelines to completion based on normal student progress for each degree and program. In the current edition of the University Catalog, the Graduation Plan tab on the webpage for each degree and program outlines a graduation plan by semester that provides course information, such as course prefixes and numbers, course titles, and course credit hours, and indicates the frequency of course offerings. Milestone courses, which are prerequisites for a course in one of the subsequent semesters, are marked in red and italicized. These graduation plans are based upon full-time enrollment and include verbiage stating that they are sample plans and are intended to be a guide. The verbiage also states that individualized graduation plans may differ and can be developed by meeting with an advisor. During such meetings, advisors set up individualized graduation plans for students in [Wolverine Track](#), a degree auditing, planning, and tracking software tool.
- **Names, Titles, Degrees Held, and Conferring Institutions for Administrators and Full-Time Faculty:** Current and archived editions of the University Catalog contain the following information for full-time faculty members: names, date of employment at the institution, academic rank, affiliated department, degrees held, and conferring institutions. In the current edition of the University Catalog, the Faculty [link](#) in the left sidebar connects to a webpage that lists faculty members alphabetically by last name and includes a horizontal navigation bar with clickable letters from A-through-Z as shortcuts. Each academic department's website and corresponding webpages also include a header at the top with an About Us link. This link connects to a webpage that includes a listing of affiliated faculty members with the following information contained in individual picture cards: name, academic rank, contact information, and a link to a professional profile webpage. Additionally, individual picture cards for full-time faculty members are accessible from the University's Directory [website](#), which is searchable by department or employee name.

Current and archived editions of the University Catalog contain the following information for full-time executives and designated administrative staff members: job titles, names, dates of employment at the institution, degrees held, and conferring institutions. In the current edition of the University Catalog, the Administration [link](#) connects to a webpage that lists executives and designated administrative staff members by division. Webpages connected to department and division websites also include individual picture cards for executives and designated administrative staff members with the following information: name, job title, contact information, and a link to a professional profile webpage. Additionally, individual picture cards for executives and designated administrative staff members are accessible from the University's Directory website, which is searchable by department name or employee name.

- **Rules and Regulations for Conduct, Rights, and Responsibilities:** UVU's Student Code of Conduct is a Student Affairs policy, UVU Policy [541](#), that was vetted through a shared governance process and approved by UVU's Board of Trustees. The Student Code of Conduct establishes the conduct expectations for students and outlines students' responsibilities and rights. Current and archived editions of the University Catalog contain

this policy, which is accessible via a [link](#) in the left toolbar in the current University Catalog edition.

- **Tuition, Fees, and Other Program Costs and Refund Policies and Procedures for Students Who Withdraw from Enrollment:** Current and archived editions of the University Catalog contain information for tuition and fees for both undergraduate and graduate programs of study. In the current University Catalog edition, the Tuition and Fees [link](#) in the left sidebar connects to a catalog webpage that lists contact information for the Bursar’s Office, the tuition and fees policy, the tuition surcharge policy, refund information concerning dropping and withdrawing from courses, student financial responsibility, tuition refund policy, special lab and course fee information, late fee information, and payment options. This webpage presents the current tuition and fee tables for resident and non-resident undergraduate students, as well as resident and non-resident graduate students by program.

Information for tuition, fees, and other program costs may also be accessed via the Tuition [website](#), which is maintained by the Office of Finance and Business Services. This website hosts top-level links for the following webpages: Undergraduate Tuition, Graduate Tuition, and Fees. Each of these webpages contains comprehensive information about tuition and other charges. Additionally, current and archived editions of the University Catalog contain information about course fees. In the current University Catalog edition, the Courses [link](#) in the left sidebar connects to a webpage that presents a searchable directory of courses by prefix and academic subject. Each course description includes accurate course fee information. From this webpage, course fee information for individual courses may be found by accessing a real-time listing of classes and sections offered.

- **Opportunities and Requirements for Financial Aid:** Current and archived editions of the University Catalog contain information about opportunities and requirements for financial aid at UVU. In the current University Catalog edition, this information may be accessed via the Financial Aid and Scholarships [link](#) in the left sidebar. This link connects directly to the Financial Aid website, which is maintained by the Enrollment Management Office. The university’s website home page includes a top-level link to the Financial Aid website underneath the slider that displays a slideshow of video content.
- **Academic Calendar:** Current and archived editions of the University Catalog contain information for the academic calendar at the university. In the current University Catalog edition, this information may be accessed via the Academic Calendar [link](#) in the left sidebar. This link connects directly to the Schedule website, which is maintained by the Enrollment Management Office. Additionally, UVU’s website home page includes a top-level link to the Academics website in the page header. From the Academic [website](#), there is a link that connects directly to the Schedule website.

<i>Required Evidence for 2.G.2</i>	
Catalog that provides current and accurate information	<ul style="list-style-type: none"> ▪ <u>University Catalog</u> <ul style="list-style-type: none"> ○ <u>Academic Calendar</u> ○ <u>Academic Policies and Standards</u> ○ <u>Academics</u> ○ <u>Administration</u> ○ <u>Courses</u> ○ <u>Degrees and Programs</u> ○ <u>Essential Learning Outcomes</u> ○ <u>Faculty</u> ○ <u>Financial Aid and Scholarships</u> ○ <u>General Information</u> ○ <u>Student Code of Conduct</u> ○ <u>Tuition and Fees</u>
Other publications that provide current and accurate information	<ul style="list-style-type: none"> ▪ <u>Academic Program Inventory</u> ▪ <u>Policy Manual (523, 541)</u> ▪ <u>UVU Directory</u> ▪ <u>UVU Website</u> <ul style="list-style-type: none"> ○ <u>About UVU</u> ○ <u>Admissions</u> ○ <u>Curriculum Office</u> ○ <u>Mission and Values</u> ○ <u>New 2 UVU</u> ○ <u>Office of Institutional Effectiveness, Accreditation, and Academic Assessment</u> ○ <u>Tuition</u> ○ <u>Vision 2030 Strategic Plan</u>
<i>Supplemental Evidence for 2.G.2</i>	
<ul style="list-style-type: none"> ▪ <u>Wolverine Track</u> 	

2.G.3

Publications and other written materials that describe educational programs include accurate information on national and/or state legal eligibility requirements for licensure or entry into an occupation or profession for which education and training are offered. Descriptions of unique requirements for employment and advancement in the occupation or profession shall be included in such materials.

Disclosures on National and State Legal Eligibility Requirements for Licensure

UVU maintains central webpages with disclosures on national and state legal eligibility requirements for licensure or entry into an occupation or profession for which education and training are offered. These webpages are accessible from the Compliance [website](#), which is maintained by UVU Online.

- The State Authorization [webpage](#) specifies that Utah is a member of the State Authorization Reciprocity Agreement and that the university has been approved to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). This webpage includes state authorization information by state and territory regarding online education, along with information about professional licensure, supervised field experiences, potential consequences associated with moving to another state while pursuing an online degree or program, student consumer complaints, and international compliance.
- The Professional Licensure [webpage](#) states that degrees and programs in licensed professions are designed to fulfill the educational prerequisites for licensure in Utah. This webpage also contains information related to the potential consequences of moving to another state; information as to whether specific professional programs fulfill or do not fulfill the educational requirements for a license and credential in each U.S. state and territory; and the additional requirements for a license and credential in a particular state where the university's professional program does not fulfill the educational requirements. Additionally, the Professional Licensure webpage includes verbiage that encourages students to contact the academic department for the degree and program they are pursuing and the respective profession's licensure board in the state of interest.

The [Office of Institutional Effectiveness, Accreditation, and Academic Assessment](#) and the [Curriculum Office](#) also provide information about state authorization and professional licensure for degrees and programs in the university's annual [academic program inventory](#) posted on their respective websites. Additionally, many academic departments provide information on national and state legal eligibility requirements for licensure or entry into an occupation or profession for which education and training are offered. These handbook materials include descriptions of unique requirements for employment and advancement in the occupation or profession. Examples include handbook materials for academic programs in [clinical mental health counseling](#), [elementary](#) and [secondary](#) education, [nursing](#), [respiratory therapy](#), and [social work](#).

Academic Programs with Specialized Accreditation

Some academic programs at UVU have specialized accreditation. In some cases, graduation from an accredited program is required for students to obtain professional licensure or certification. Many academic departments post information about specialized accreditation for academic programs, such as:

- The Department of Architecture and Engineering Design offers the [Bachelor of Science in surveying and mapping](#), which is accredited by the Applied and Natural Science Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET).
- The Department of Engineering [offers](#) the Bachelor of Science in civil engineering, the Bachelor of Science in computer engineering, the Bachelor of Science in electrical engineering, and the Bachelor of Science in mechanical engineering, which are each accredited by the Engineering Commission of ABET.

The Office of Institutional Effectiveness, Accreditation, and Academic Assessment and the Curriculum Office provide a complete listing of degrees and programs with specialized accreditation in the university’s annual academic program inventory posted on their respective websites. The Office of Institutional Effectiveness, Accreditation, and Academic Assessment also provides information for academic programs with specialized accreditation categorized by school and college on a distinct [webpage](#).

<i>Required Evidence for 2.G.3</i>	
Accurate information on national and state legal eligibility requirements for licensure or entry into an occupation or profession for which education and training are offered	<ul style="list-style-type: none"> ▪ 2023-2024 Academic Program Inventory ▪ Bachelor of Social Work Handbook ▪ Clinical Mental Health Counseling Program Handbook ▪ Compliance ▪ Department of Engineering ▪ Department of Nursing Undergraduate Student Handbook ▪ Elementary Education Student Teaching and Intern Handbook ▪ Professional Licensure ▪ Respiratory Therapy Student Handbook ▪ Secondary Education Student Teaching and Intern Handbook ▪ Specialized Accreditation ▪ State Authorization ▪ Surveying and Mapping
Descriptions of unique requirements for employment and advancement in the occupation or profession	<ul style="list-style-type: none"> ▪ 2023-2024 Academic Program Inventory ▪ Bachelor of Social Work Handbook ▪ Clinical Mental Health Counseling Program Handbook ▪ Compliance ▪ Department of Nursing Undergraduate Student Handbook ▪ Elementary Education Student Teaching and Intern Handbook ▪ Respiratory Therapy Student Handbook ▪ Secondary Education Student Teaching and Intern Handbook
<i>Supplemental Evidence for 2.G.3</i>	
<ul style="list-style-type: none"> ▪ Curriculum Office ▪ Office of Institutional Effectiveness, Accreditation, and Academic Assessment 	

2.G.4

The institution provides an effective and accountable program of financial aid consistent with its mission, student needs, and institutional resources. Information regarding the categories of financial assistance (such as scholarships, grants, and loans) is published and made available to prospective and enrolled students.

Effective and Accountable Program of Financial Aid

UVU provides an effective and accountable program of financial aid that is consistent with its mission, student needs, and institutional resources. The Office of Financial Aid and Scholarships

administers [federal](#), state, and institutional financial aid programs to eligible students. In compliance with federal and state laws and regulations, the Office of Financial Aid and Scholarships prepares financial aid packages in a comprehensive and equitable manner to promote affordability and student success. Furthermore, the Office of Financial Aid and Scholarships submits reports required by the federal government, USHE, and other financial aid providers.

Categories of Financial Assistance

UVU offers a variety of financial assistance to students who are admitted and enrolled in classes at the undergraduate or graduate level. Students may apply for federal and state grants, federal student loans, and work study by completing the Free Application for Federal Student Aid ([FAFSA](#)). [Institutional scholarships](#) are available to incoming first-year students, continuing students, transfer students at the undergraduate level, and students at the graduate level with either resident or nonresident status. UVU Policy [512](#) establishes the administrative process for scholarships and other payments to students between individual academic colleges and departments, service departments, and any other personnel involved in the solicitation, management, and awarding of financial aid.

The Office of Financial Aid and Scholarships also provides detailed information for student loan programs and services on the Loans [webpage](#). Student loan programs include PLUS loans, private education loans, subsidized loans, and unsubsidized loans. For each student loan program type, comprehensive information and resources are provided for eligibility, award amounts, loan fees, interest rates, and continued eligibility. The Office of Financial Aid and Scholarships provides students with links so they may access and monitor their Pell Grant and student loan history.

At the state level, Utah Code [53B-8](#) delineates statutes for the university concerning tuition waivers and scholarships. Additionally, USHE Policy [R601](#) establishes a Board of Directors for the Utah Higher Education Assistance Authority (UHEAA) to provide oversight and governance for student financial aid programs on behalf of UBHE. These programs are also codified in USHE policy and include a range of grants, loans, scholarships, and other financial aid programs.

Publication of Financial Aid Information

UVU provides information regarding financial aid opportunities, including categories, eligibility criteria, and deadlines in current and archived editions of the [University Catalog](#). The current University Catalog edition links directly to the financial aid [website](#), which is maintained by the Office of Financial Aid and Scholarships. This website includes a landing page with contact information; quick links to webpages for applying for financial aid and scholarships; financial aid tools, such as a net price calculator; and resources for financial aid literacy, such as a federal loan repayment [video](#).

The landing page for the financial aid website also hosts a link to a [webpage](#) maintained by the University Compliance Office that contains student consumer information for assistance programs, need-based programs, loans, application and awards, eligibility, disbursement, and student employment. All webpages within the Financial Aid website feature an AI-powered

chatbot that provides immediate responses to submitted inquiries. In addition to the University Catalog and Financial Aid website, the Office of Financial Aid and Scholarships facilitates regular community outreach sessions, such as [FAFSA Completion Night](#), to provide guidance and feedback to students and their families regarding available financial aid resources.

The Office of Financial Aid and Scholarships continually strives to help students effectively and efficiently apply for financial aid. In 2017, the university began implementing financial aid software products from [CampusLogic](#), which have reduced financial aid processing time from weeks to days. Additionally, the [CampusLogic StudentForms](#) software product allows students and their parents to submit most of the required information through web forms, provide electronic signatures, and upload supporting documents through web and mobile applications. The CampusLogic StudentForms software product also helps students submit appeal forms with documentation of extenuating circumstances from which an efficient workflow process is triggered and allows for improved student communication and recordkeeping. In 2021, UVU began implementing the [CampusLogic ScholarshipUniverse](#) software product. The CampusLogic ScholarshipUniverse software product provides a scholarship management system that matches students to internal and external scholarships based on responses provided to a set of questions.

Direct web links to access CampusLogic financial aid software products are included in notices sent to students via their university emails or certified mail, depending upon their individual situations, and are also included on the Scholarships webpage.

<i>Required Evidence for 2.G.4</i>	
Published financial aid policies and procedures including information about categories of financial assistance	<ul style="list-style-type: none"> ▪ Financial Aid FAFSA ▪ Office of Financial Aid and Scholarships ▪ Policy Manual (512) ▪ Scholarships ▪ University Catalog
Information to students regarding repayment obligations	<ul style="list-style-type: none"> ▪ Federal Student Loan Repayment Video ▪ Student Disclosures
Policies and procedures for monitoring student loan programs	<ul style="list-style-type: none"> ▪ Loans ▪ Title IV of the Higher Education Act of 1965 ▪ USHE Policy (R601) ▪ Utah Code (53B-8)

Supplemental Evidence for 2.G.4

- [CampusLogic](#)
- [CampusLogic ScholarshipUniverse](#)
- [CampusLogic StudentForms](#)
- [FAFSA Completion Night](#)

2.G.5

Students receiving financial assistance are informed of any repayment obligations. The institution regularly monitors its student loan programs and publicizes the institution's loan default rate on its website.

Communication with Students Receiving Financial Aid

Students at UVU learn about policies and procedures for financial aid, including information about categories of financial assistance, primarily through the [University Catalog](#) and the financial aid [website](#) maintained by the Office of Financial Aid and Scholarships. Information about the administrative process for scholarships and other payments to students between individual academic colleges and departments, service departments, and any other personnel involved is found in UVU Policy [512](#).

Repayment Obligations

Through the Office of Financial Aid and Scholarships, UVU informs students about possible repayment obligations through a range of communications and resources. Students are [notified](#) about their repayment obligations via their university email or certified mail, depending upon their individual situations, and they are informed of repayment options for federal Direct Loans through the online Entrance and Exit Loan Counseling. All students are required to accept their loan offers and acknowledge their repayment obligations before funds are dispersed.

Federal Direct Loan attributes are explained in detail through Entrance Loan Counseling to ensure students understand the terms and conditions of their loan and their rights and responsibilities. In addition, information about repayment options that may occur due to adding, dropping, or withdrawing from classes is accessible to students through the [myUVU](#) student portal, Financial Aid website, Leave of Absence [webpage](#) maintained by the Office of First-Year Experience and Student Retention, and the Student Disclosures [webpage](#) maintained by the University Compliance Office. The landing page for the Financial Aid website also contains links to resources for financial aid literacy, including a federal loan repayment [video](#).

Monitoring of Student Loan Programs and Loan Default Rate

The Office of Financial Aid and Scholarships regularly monitors the student loan default rate and program compliance. The Office of Financial Aid and Scholarships participates in delinquency management and default prevention programming provided by UHEAA. The Office of Financial Aid and Scholarships also sends regular reports to USHE, who then communicates with delinquent borrowers to help them avoid default.

UVU accesses the College Navigator [website](#) maintained by the National Center for Education Statistics to ascertain institution-specific information for Three-Year Official Cohort Default Rates. The university accesses data from the U.S. Department of Education College Scorecard to monitor the institution’s default rate and student repayment rate. A [link](#) to the university’s scorecard is located on the Financial Aid website landing page. The table below shows the Three-Year Cohort Default Rates for the past five years. It is important to note that the default rate for the 2019 Cohort Year is low because there was a payment pause due to the COVID-19 global pandemic.

Cohort Year	Three-Year Cohort Default Rates
2015	7.8%
2016	6.9%
2017	5.9%
2018	4.4%
2019	1.1%

<i>Required Evidence for 2.G.5</i>	
Published financial aid policies and procedures including information about categories of financial assistance	<ul style="list-style-type: none"> ▪ Office of Financial Aid and Scholarships ▪ Policy Manual (512) ▪ University Catalog
Information to students regarding repayment obligations	<ul style="list-style-type: none"> ▪ Example Certified Mail and Email for Repayment Obligations ▪ Federal Student Loan Repayment Video ▪ Leave of Absence ▪ myUVU Student Portal ▪ Office of Financial Aid and Scholarships ▪ Student Disclosures
Policies and procedures for monitoring student loan programs	<ul style="list-style-type: none"> ▪ College Navigator ▪ U.S. Department of Education College Scorecard for UVU
Loan default rate published on website	<ul style="list-style-type: none"> ▪ U.S. Department of Education College Scorecard for UVU

2.G.6

The institution designs, maintains, and evaluates a systematic and effective program of academic advisement to support student development and success. Personnel responsible for advising students are knowledgeable of the curriculum, program and graduation requirements, and are adequately prepared to successfully fulfill their responsibilities. Advising requirements and responsibilities of advisors are defined, published, and made available to students.

Academic Advising Program

UVU offers a comprehensive academic advisement program to support student development and success. For undergraduate students, the academic advising program implements a caseload approach based on academic programs and last names of students to provide a proactive, holistic, and data-informed academic advising experience. Upon admission to the university, undergraduate students receive a UVU Student Welcome Packet, which provides them with specific instructions for meeting with academic advisors.

The [First-Year Advising Center](#) serves students with fewer than 30 credits, students who have not yet completed their English and math general education requirements, and students declared in a university studies academic program at the associate or bachelor's level. The First-Year Advising Center is led by a director and includes three assistant directors who each oversee an advising team. Across all three advising teams, the First-Year Advising Center employs 22 academic counselors and six student employees who work as peer advisors.

The [Office of University Advising](#) serves continuing students with more than 30 credits who have completed their English and math general education requirements. The Office of University Advising is led by a senior director of University Advising and includes eight directors who each oversee an advising center located in the schools and colleges and the [Pre-Professional Advisement Center](#). Across all eight advising centers, the Office of University Advising employs 80 academic counselors or advisors and 10 student employees who work as peer advisors. Transfer students are served by either the First-Year Advising Center or one of the advising centers in the Office of University Advising, depending on the number of transferred credits.

Similar to undergraduate advising, a caseload approach is used to provide graduate students with a proactive, holistic, and data-informed academic advising experience. Graduate students are advised by program directors, coordinators, managers, or advisors associated with the academic departments sponsoring the graduate program. Beginning July 1, 2023, all professionals who provide academic advising services to graduate students have a secondary line of reporting to the director of Graduate Studies. This adjustment was made to ensure consistency and uniformity with academic advising processes across graduate programs and to provide ongoing support and training for [advising responsibilities](#) that are distinct to graduate programs.

Academic Advising Personnel

UVU's academic advising program is supported by the Office of University Advising, which provides a comprehensive [training and development program](#) and technical resources to academic advising personnel. The university's internally developed [Advisor Certification Program](#) has been recognized by the National Academic Advising Association (NACADA) as

one of the best programs in the United States. The Office of University Advising offers training opportunities three times a year for academic advising personnel, which include the Fall Professional Development Series, the Spring Professional Development Series, and the annual UVU Advising Conference held in the summer. Information about UVU's Advisor Certification Program and additional training and development opportunities for academic advising personnel are accessible on webpages maintained by the Office of University Advising.

During the first year of employment, academic advisors complete 15 training modules via the [Canvas](#) learning management system (LMS), attend five in-person training workshops, and observe nine certified academic advisors with no more than two observations conducted with certified academic advisors from the same unit. New academic advisors are also observed at least 12 times in their first year by their supervisor, a certified academic advisor, and someone from the Office of University Advising. They are also required to complete written reflections following each observation. Additionally, new academic advisors complete quarterly performance assessments with their supervisors during their first year. During their second and third years, academic advising personnel complete 20 hours of training annually, of which six hours are offered by the Office of University Advising and are aligned with academic advising competencies called the Advisor Learning Outcomes. Each academic advisor is also observed by their supervisor, observes a certified academic advisor outside of their unit, and completes a reflection or action plan following each observation. Beginning in the fourth year, academic advising personnel have a two-year window to complete 20 hours of training.

Advising requirements and responsibilities of academic advisors are defined, published, and made available to students via the Advising [website](#), which is maintained by the Office of University Advising. The landing page delineates both student responsibilities and academic advisor responsibilities. The First-Year Advising Center also maintains a separate website for new student advising that includes a comprehensive [First-Year Advising Syllabus](#) that delineates service standards and the advising curriculum.

Academic Advising Program Evaluation

The Office of University Advising regularly [evaluates](#) the university's academic advising program to ensure its effectiveness. After-appointment surveys are given to each student who meets with an academic advisor, regardless of appointment modality, which may be held in person, by phone, over video, or via email exchanges. After-appointment surveys ask students for feedback on their satisfaction with the appointment and the academic advisor's effectiveness. Student feedback is shared with the academic advisor and their direct supervisor, from which improvements may be made. To assess the effectiveness of the Advisor Certification Program, new academic advisors are asked to evaluate the efficacy of the Canvas LMS training modules and in-person training workshops at the midpoint and conclusion of their first year. Ascertaining feedback from new academic advisors enables the Office of University Advising to identify improvements with training processes. Evaluation surveys are also administered to all academic advisors to determine the efficacy of all Canvas LMS training modules and in-person training workshops.

The Office of University Advising also partners with the Digital Transformation Division to generate system reports from which to evaluate the effectiveness of the academic advising program. System reports from [Civitas](#), [Mongoose Cadence](#), [Ellucian Banner](#), and internally developed programs also provide data and analytics that inform advising practices, processes, and student outreach efforts. Additionally, the Office of University Advising works alongside staff members employed in the Office of Business Intelligence and Research Services to evaluate and address technical problems that may impact the effectiveness of technology solutions used by both academic advisors and students.

UVU’s academic advising program is currently undergoing a comprehensive, standards-based assessment process to promote Excellence in Academic Advising ([EAA](#)). EAA was established by NACADA and encompasses a three-phase process that includes self-evaluation, which results in recommendations for improvement, development of a strategic plan for implementing recommendations, and execution of the strategic plan. Phase 1 of the EAA process began in November 2021 and resulted in the identification of six recommendation clusters in the areas of assessment, communication, organization, outcomes, quick wins, and technology. Phase 2 began in the late summer of 2022 and involves committees developing strategic plans for each of the six recommendation clusters. This work is still underway, with an anticipated completion in the spring of 2024, after which Phase 3 will commence to implement the developed strategic plans to improve student and advisor experiences.

<i>Required Evidence for 2.G.6</i>	
Description of advising program, staffing, and advising publications	<ul style="list-style-type: none"> ▪ Advising ▪ First-Year Advising Center ▪ First-Year Advising Syllabus ▪ Graduate Advising Responsibilities ▪ Office of University Advising ▪ Pre-Professional Advisement Center
Systematic evaluation of advising	<ul style="list-style-type: none"> ▪ Academic Advising Program Evaluation for Feedback ▪ Civitas ▪ EAA Process at UVU ▪ Ellucian Banner ▪ Mongoose Cadence
Professional development policies and procedures for advisors	<ul style="list-style-type: none"> ▪ Advisor Certification Program ▪ Office of University Advising Training
<i>Supplemental Evidence for 2.G.6</i>	
<ul style="list-style-type: none"> ▪ Canvas by Instructure 	

2.G.7

The institution maintains an effective identity verification process for students, including those enrolled in distance education courses and programs, to establish that the student enrolled in such a course or program is the same person whose achievements are evaluated and credentialed. The institution ensures that the identity verification process for distance education students protects student privacy and that students are informed, in writing at the time of enrollment, of current and projected charges associated with the identity verification process.

Identification Verification Process for All Students

UVU maintains an effective identity verification process for all students enrolled in courses and programs at the university. At the time of admission, new students provide their identification information to the Office of Admissions so they may be assigned a unique student identification number. Students use their student identification number and a self-selected password to log into the [myUVU](#) student portal, access their email accounts in Outlook, and conduct official student-related transactions such as registering for classes and accessing the [Canvas](#) LMS. The Canvas LMS is the only LMS supported and approved by UVU for academic purposes. No other LMS has been through the university's stringent compliance review process, which includes analyses performed by persons representing the Office of General Counsel, Digital Transformation Division, Contracts Office, Office of Accessibility Services, and the Academic Technology Steering Committee. Additionally, students who use testing services provided by the Office of Student Assessment Services must present current government-issued photo identification at the time of check-in.

Identification Verification Process for Students in Online Courses and Programs

UVU maintains an effective identity verification process for students enrolled in online courses at the university. Students who enroll in online courses access course content through the Canvas LMS, which may only be accessed through the use of a student's identification number and self-selected password. The university also maintains a subscription with Proctorio, an online third-party service that allows for proctored exams and quizzes in the Canvas LMS to be taken remotely. Students access Proctorio at any time at no cost to them and must show photo identification to verify their identity. Proctorio records sessions, alerts faculty members of suspicious behavior, and locks down browsers to prevent students from accessing other digital files. Information about Proctorio is housed on a [webpage](#) maintained by the Office of Teaching and Learning.

Protection for Student Privacy

In cases where students are accessing sensitive data protected by [FERPA](#), UVU uses multi-factor authentication through [Microsoft Authenticator](#). The use of multi-factor authentication assures that the university is safeguarding information protected by [federal](#) and state laws and regulations delineated in USHE Policy [R345](#) and Utah Code [63G-2](#). Protection for student privacy is also outlined in UVU Policies [446](#) and [541](#), as students have the right to protection against the university's improper disclosure of educational records. When students are required to use third-party instructional materials within a course, they are notified of privacy protection by the terms of service of that third-party vendor. The Contracts Office maintains signed agreements with all third-party services that are consistent with FERPA, university policy, and

local law. Additionally, the University Compliance Office maintains a current [General Data Protection Regulation Privacy Notice](#) and [Privacy Statement](#) on its website.

Regular and Substantive Interaction

In accordance with the [Higher Education Opportunity Act](#), the Office of Teaching and Learning supports regular and substantive interaction between the students and the instructors, synchronously or asynchronously, in courses offered online. The Office of Teaching and Learning provides [information](#) to department chairs at their annual retreat and uses internally developed resources to assist faculty members during the instructional design of online courses. Internally developed resources include a course design [plan](#) that contains a prompt concerning how regular and substantive interaction will be achieved, a flexible course design [rubric](#) that incorporates two evaluation criteria focused on regular and substantive interaction, and a [video](#) that explains regular and substantive interaction and how faculty members achieve compliance. Additionally, the Office of Teaching and Learning is available to assist faculty members with any questions they may have regarding regular and substantive interaction through their established communication channels noted on their [website](#).

<i>Required Evidence for 2.G.7</i>	
Policies and procedures for ensuring the student who registers in a distance education course and program is the same student who participates in the course and receives credit	<ul style="list-style-type: none"> ▪ Code of Federal Regulations: (Title 34, Part 602, Section 17) ▪ Higher Education Opportunity Act
Policies and procedures make it clear that these processes protect student privacy	<ul style="list-style-type: none"> ▪ FERPA ▪ General Data Protection Regulation Privacy Notice ▪ Multi-Factor Authentication ▪ Policy Manual (446, 541) ▪ Privacy Statement ▪ USHE Policy (R345) ▪ Utah Code (63G-2)
Notification to students at the time of registration of any additional charges associated with verification procedures	<ul style="list-style-type: none"> ▪ Not applicable, as students are not charged additional fees since the university maintains institutionally funded contracts with Canvas by Infrastructure and Proctorio.

Required Evidence for 2.G.7 (continued)

Academic policies and procedures for instructors to implement requirements for *regular and substantive interaction* in distance education courses and programs

- [2023 Course Design Plan](#)
- [Higher Education Opportunity Act](#)
- [Office of Teaching and Learning](#)
- [Presentation for Regular and Substantive Interaction at 2022 Department Chair Retreat](#)
- [Regular and Substantive Interaction Video](#)
- [UVU Flexible Course Design Rubric 2023](#)

Supplemental Evidence for 2.G.7

- [Canvas by Instructure](#)
- [myUVU Student Portal](#)
- [Proctorio](#)

Library and Information Resources



Library and Information Resources

2.H.1

Consistent with its mission, the institution employs qualified personnel and provides access to library and information resources with a level of currency, depth, and breadth sufficient to support and sustain the institution's mission, programs, and services.

Overview of Library

Consistent with the mission of UVU, the Fulton Library provides user-centered services, essential resources, and access to well-designed learning spaces that promote student success. The Fulton Library is physically located at the university's main campus and serves the needs of the university community at the main campus, off-site locations, and online. As reflected in the most recently published annual [report](#), programs and services offered by the Fulton Library demonstrate high levels of engagement, with year-over-year increases reflected in several metrics. The Fulton Library maintains a comprehensive [website](#) to provide and promote the continued use of its programs and services.

Qualified Personnel

As noted in its [organizational chart](#), the Fulton Library is led by a library director who reports to the deputy provost in the Academic Affairs Division. The library director oversees archives, assessment, library public services, and library resource services. Library [operations](#) are supported by three administrative support staff members and two division leaders. Sixteen professional librarians each hold a master's degree from a degree program accredited by the ALA, and 20 staff members and 43 students provide services, collect materials, and offer support to students and faculty members.

Access to Library and Information Resources

The Fulton Library's collection currently consists of 196,857 books, 17,213 videos, 158,501 streaming videos, 4,625 music scores, and 343,789 eBooks. In addition, the Fulton Library subscribes to more than 225 databases, of which most are accessible through online proxy access to individuals no matter their location. The [George Sutherland Archives](#) offers physical and electronic collections of local significance for primary research. Students and faculty members at off-site locations may also request materials from the Fulton Library collections.

The Fulton Library offers print reserves services at its main location. Per UVU Policy [606](#), academic departments place a copy of each required and optional textbook on reserve to provide access for students who cannot afford to purchase the textbook or are unable to purchase the textbook at the beginning of the semester, as well as in cases where there are no immediately available copies, wherever possible. The Fulton Library has a small budget available to purchase print copies of textbooks for the highest enrolled courses with four or more sections using the same textbook. UVU Policy [421](#) recognizes library materials as physical assets for the university; thus, materials in the library collections are subject to [borrowing protocols](#).

Students, faculty members, and staff members may request items not available in the Fulton Library collections from other libraries using the [Interlibrary Loan service](#). The Interlibrary Loan

service is free of charge, and books typically arrive within 12 days of a submitted request. The Fulton Library also offers Scan and Deliver services to members of the university community who request copies of articles the Fulton Library owns in print. For these requests, articles are usually delivered electronically within three business days.

In addition to traditional library and information resources, the Fulton Library circulates [equipment](#) to support the curriculum, including audiovisual equipment, geology rock collections, keyboards, laptops, medical models, and textbooks. Librarian assistance is available to students through drop-in visits to the research assistance desk, virtual appointments, chat, text, and email. The Fulton Library receives a number of resources through the Utah Academic Library Consortium ([UALC](#)). UALC receives separate funding from USHE for expenses such as shared database purchases. This participation results in core shared resources by all academic libraries in the state and strengthens the holdings of the Fulton Library. Additionally, all current students, faculty members, and staff members have access to the collections of every academic library in Utah with their university-issued identification cards.

Assessing the Quality of Library Collections

As noted in the [University Curriculum Committee Procedures](#), librarians at the university play an important role in the approval process for new academic programs. Once a proposal for a new academic program receives a majority vote of full-time faculty in the respective program or department, it moves to the next stage of the workflow: research. In the research stage, a librarian analyzes the library collections to determine whether existing library materials will support the proposed academic program. When existing materials in the library collections cannot support a proposed academic program, the librarian makes recommendations for purchases to include in the budget. As new academic programs are added, the Fulton Library uses any new funding received through the academic proposal process to purchase new resources.

Librarians utilize weeding to maintain a healthy collection and may request faculty input on the existing collection to determine the suitability of resources. Librarians assess the quality of resources by checking collection development core lists, lists of award-winning titles for subject areas, or other lists available for key subject areas.

Planning and Collection Development

As noted in the [library protocols](#) accessible from the Fulton Library's website, responsible and responsive choices about acquisitions require cooperation between librarians and faculty. Librarians encourage and solicit the input of the faculty when making decisions on materials for acquisition. Librarians contact the appropriate faculty members with any questions about the need for and appropriateness of any item considered for purchase, and final responsibility for the selection of materials rests with librarians. The Fulton Library also invites library patrons to make [suggestions for purchase](#) through a web-based form accessible from their website.

To ensure that the library collections are current and diverse, the Fulton Library launched an initiative in the spring semester of 2020 as part of UVU's Inclusion Plan. Each fiscal year, the Fulton Library allocates a portion of its budget to place equity, inclusion, and diversity at the

forefront of its standard selection processes. To date, this initiative has resulted in the acquisition of 968 titles that support equity, inclusion, and diversity in the arts, Asian studies, children’s literature, criminal justice, health care, higher education, humanities, philosophy, political science, science, and social science subjects.

As academic programs grow and evolve, electronic resource selections at the Fulton Library continue to evolve. Librarians work closely with faculty to determine whether additional databases are needed to support existing academic programs. New databases are added as funding permits, and perpetual purchases are added with end-of-the-year funds. The Fulton Library also routinely evaluates the selection of databases, serials, and other ongoing commitments. If an existing resource is no longer the best option, it will be canceled so that new resources that provide better curriculum support may be purchased.

Faculty and Library Partnership

A clear partnership between librarians and faculty members is evidenced by the volume of available [faculty resources](#). The Fulton Library offers a variety of basic and customized [instruction classes](#), online tutorials, and research guides to help students develop the information literacy skills needed to use library resources and services effectively, locate appropriate research materials, and improve the quality of academic research for papers and other projects. The Fulton Library supports faculty with the adoption of [open educational resources](#) by providing subject librarians to help locate appropriate resources. To ensure faculty are aware of available support for instructional needs, the Fulton Library also maintains a [library guide](#) on its website.

<i>Required Evidence for 2.H.1</i>	
Procedures for assessing adequacy of library collections	<ul style="list-style-type: none"> ▪ University Curriculum Committee Procedures
Library planning committee and procedures for planning and collection development	<ul style="list-style-type: none"> ▪ Library Protocols ▪ Suggestions for Purchase
Library instruction plan; policies and procedures related to the use of the library and information resources	<ul style="list-style-type: none"> ▪ Check Out Periods and Protocols ▪ Equipment Checkout ▪ Interlibrary Loan and Scan and Deliver Services ▪ Library Protocols ▪ Policy Manual (421, 606)

Required Evidence for 2.H.1 (continued)

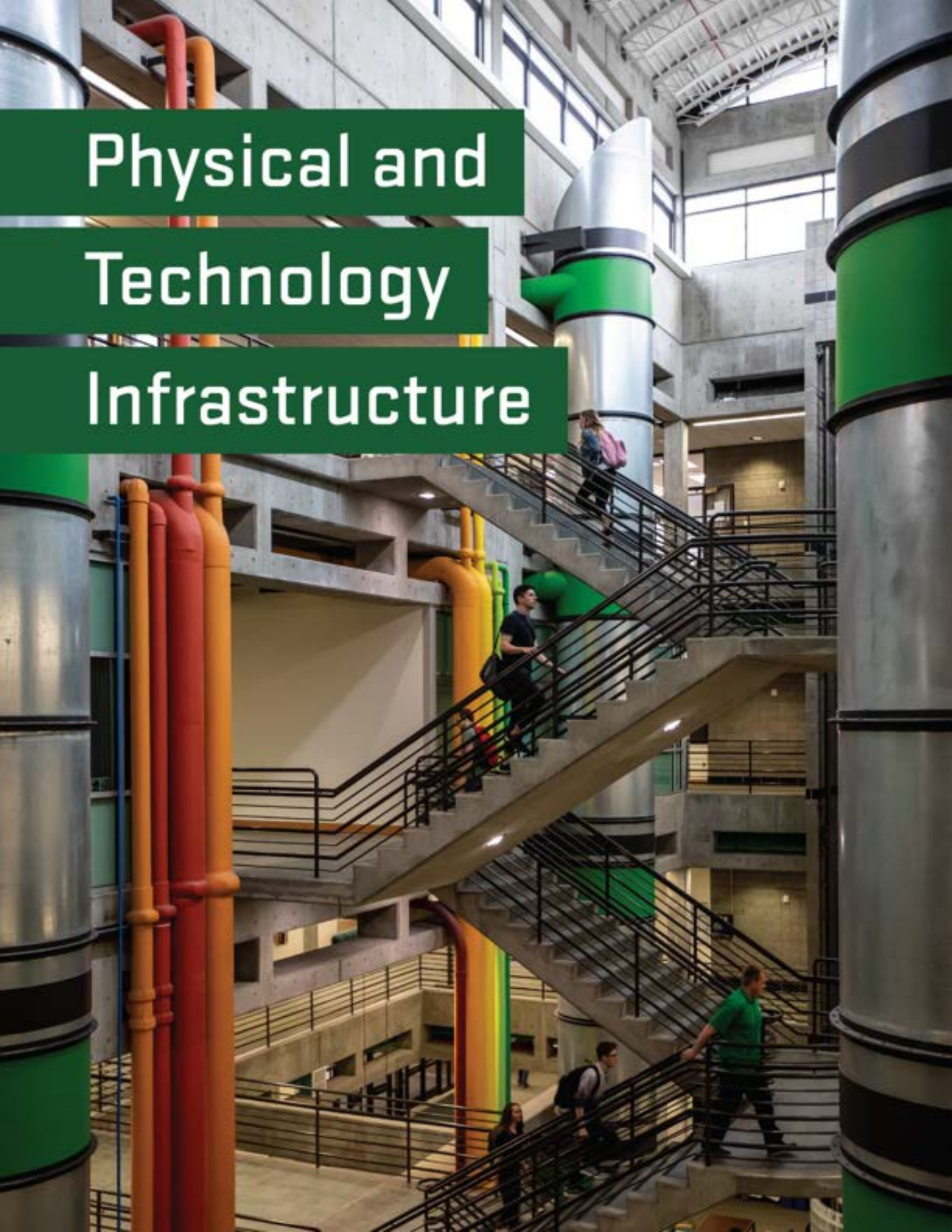
Library staffing information; policies and procedures that explains faculty and library partnership for assuring library and information resources are integrated into the learning process

- [Faculty Resources](#)
- [Fulton Library Guide for UVU Faculty](#)
- [Fulton Library Organizational Chart](#)
- [Fulton Library Staff](#)
- [Library Instruction Program](#)
- [Open Educational Resources](#)

Supplemental Evidence for 2.H.1

- [Fulton Library](#)
- [Fulton Library Annual Report for 2021-2022](#)
- [George Sutherland Archives](#)
- [Utah Academic Library Consortium](#)

Physical and Technology Infrastructure



Physical and Technology Infrastructure

2.I.1

Consistent with its mission, the institution creates and maintains physical facilities and technology infrastructure that are accessible, safe, secure, and sufficient in quantity and quality to ensure healthful learning and working environments that support and sustain the institution's mission, academic programs, and services.

Facilities Master Plan

Physical facilities at UVU include the main campus located in Orem and the following off-site locations: Canyon Park Building, Capitol Reef Field Station, Lehi Campus, Provo Airport Campus, Vineyard Dome, Wasatch Campus, and West Campus. In 2021, UVU released an updated version of the Facilities Master Plan to frame an approach for long-term development, transportation planning, and community collaboration. The updated version of the [Facilities Master Plan](#) provides a framework that gives the university the flexibility to strategically manage physical growth, incentivize sustainable development, and optimize opportunities for institutional and business partnerships on campus.

UVU released a [Sustainability Plan](#) in 2021 to lay out actionable short-term goals to enhance sustainability at the university through operations, transportation, nature and ecosystems, culture and learning, and community. The Facilities Master Plan and Sustainability Plan are two of the university's campus master plans that are aligned with the priority initiatives in [Vision 2030](#) and may be accessed from the Planning [webpage](#) maintained by the Office of Institutional Effectiveness, Accreditation, and Academic Assessment. Within the Administration and Strategic Relations Division, the Campus Services Department maintains a [webpage](#) for the Facilities Master Plan, and the Sustainability Outreach Department maintains multiple webpages related to [sustainability efforts](#) at the university.

Sufficiency of Physical Facilities

In accordance with USHE Policy [R751](#), UVU ensures all capital assets are used effectively and efficiently. Per UVU Policy [425](#), the university implements central scheduling for the use of academic spaces through the Academic Scheduling Office and the use of schedulable spaces, including academic spaces temporarily released as schedulable spaces, through the Event Services Office. As required by USHE Policy 751, the university submits an annual classroom and laboratory utilization [report](#) to USHE.

Recent additions to physical facilities include the following:

- a pedestrian bridge across I-15 connecting the Orem Campus to the Utah Transit Authority FrontRunner station.
- the Scott C. Keller Building, which houses the Woodbury School of Business.
- the purchase of a second building in Lehi to house expanding health professions programs.
- the expansion and remodel of the Sorensen Student Center, which includes the Campus Store and dining options.
- the Brandon D. Fugal Gateway Building, which houses the President's Office, Gary R. Herbert Institute for Public Policy, and a welcome center for prospective students.

- the purchase and remodel of a building and property near the West Campus that houses the Digital Transformation Division.
- the completion of the UVU Museum of Art at Lakemount Manor.
- the completion of Young Living Alumni Center to house the Institutional Advancement Division.

Current facility projects underway include the following:

- the remodel of a former home to house the Center for Constitutional Studies.
- the remodel of the Woodbury Building to create a centralized student welcome and support center.
- the demolition of the Extended Studied Building to facilitate construction of the Scott M. Smith Engineering and Technology Building.

In accordance with UVU Policy [423](#), the university continually evaluates the assignment and use of space through the Executive Infrastructure and Planning Committee to further maximize the effective and efficient use of capital assets. This committee meets bi-weekly to discuss infrastructure issues and needs and considers all reallocations of space assignments to departments, programs, or individuals; changes in space utilization; alterations in the physical layout or appearance of space; alterations in room numbering; and changes in furnishings for approval.

The Campus Services Department is responsible for all operations and maintenance of the entire university, which includes maintaining the physical structure of the campus, providing utilities, and providing the support services that surround these functions. The Campus Services Department offers a work order request process for routine maintenance and repairs performed at no cost to the department, intercampus move requests for state- or university-owned property, and service requests for items that are not facility modifications but are outside the scope of routine maintenance. Work order requests are submitted primarily through an enterprise asset management system, [Dematic Sprocket](#), that is accessible from a webpage maintained by the Campus Services Department.

Requests that are outside the scope of routine maintenance or involve approved modifications to buildings, structures, and grounds that exceed the original construction are paid for by the department that has use of the space. As noted in the Campus Services Guide to Services 2023 [document](#) and on the Request for Work [webpage](#) maintained by the Campus Services Department, work order requests are processed and prioritized according to service level. Per USHE Policy [R701](#), routine repair and maintenance of fixed capital assets are considered part of a university's annual operating budget. Annual operating budget [reports](#) published by the Budget Office reflect budgetary allocations for infrastructure services within each university division.

Accessible, Safe, and Secure Physical Facilities

UVU strives to create a culture of accessibility, which includes ensuring physical facilities are accessible. The Office of Accessibility Services added accessibility information to building [maps](#) on the university's main campus and off-site locations to highlight accessible features such as entrances and washrooms. To identify barriers to accessibility at the university, the [University](#)

[Accessibility Committee](#) and [Office of Accessibility Services](#) host an online reporting form for disability-related access barriers on their respective websites.

UVU is committed to providing a safe and secure environment for all members of the university community. An important aspect of this effort is [compliance](#) with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. UVU follows the [federal](#) statute, as well as state law codified in Utah Code [53B-3-106](#), and university procedures delineated in UVU Policies [155](#), [162](#), [703](#), [704](#), [705](#), [706](#), and [710](#). In addition, any member of the university community may [report](#) potential safety hazards to the Environmental Health and Safety Department. Security of all university facilities is also an essential aspect of safety. UVU Policy [402](#) delineates procedures for the issuance and control of access devices for buildings, rooms, and offices. The university recently optimized security and convenience for students, faculty members, and staff members by replacing exterior door hardware with access control technology called HID Mobile Access through a proximity access control [project](#). HID Mobile Access allows credential holders to use their smartphones, tablets, or wearable devices to unlock doors, which are electronically monitored and controlled.

Use, Storage, and Disposal of Hazardous Waste

The Environmental Health and Safety Department establishes a safe and healthy campus through a culture of compliance and shared accountability. Following [federal](#) and [state](#) guidelines, the Environmental Health and Safety Department maintains the university's [Universal Waste Management Plan](#). This plan sets procedures to properly handle specified waste streams and minimize the hazards to human health and the environment from improper disposal. The Environmental Health and Safety Department also outlines the proper disposal of printer cartridges in the Printer and Copier Cartridge Disposal Procedures [document](#). Additionally, the Environmental Health and Safety Department website provides information about reporting procedures for incidents, safety hazards, and spills; requesting safety audits and inspections; and creating training opportunities to develop an understanding of relevant hazards and how to mitigate those hazards.

Equipment Replacement

The Preventative Maintenance Department maintains equipment required to keep facilities and systems operational and in good working order. During planned inspection cycles, the Preventative Maintenance Department performs adjustments, cleaning, lubrication, minor repairs, parts replacement, and visual inspections in accordance with state maintenance standards. The primary goal of [services](#) offered in the Preventative Maintenance Department is to ensure that the maximum utilization of equipment is obtained at a minimum cost.

In accordance with USHE Policy [R517](#) and UVU Policy [607](#), academic departments may use revenue generated from course-based fees approved by UVU's Board of Trustees to cover direct costs associated with the purchase and maintenance of equipment used to facilitate specific course or program offerings. Equipment-intensive divisions, schools, and colleges maintain records regarding the lifecycle and maintenance of equipment. These units use operating budgets, carryforward balances, and set-aside repair or replacement funds to maintain and replace equipment.

Technology Master Plan

UVU established the Digital Transformation Division in 2020, which is led by the vice president of the Digital Transformation Division and chief information officer. In 2022, the Digital Transformation Division established a five-year [master plan](#), known as the Beach Picture, to support students, faculty members, and staff members with the best possible technological experience. In support of this goal, the Beach Picture consists of 26 objectives that are organized into the major categories of community outreach, user experience, support and service, and internal improvements. For each objective, progress will be evaluated annually using established metrics so that needed adjustments and modifications may be made.

Following the release of the Beach Picture, the Digital Transformation Division engaged in detailed planning and consultation for a year to identify the best model of reorganization to address the division's goals and objectives. The new [structure](#) for the Digital Transformation Division encompasses 16 departments that are organized into two sub-divisions: the Office of Platform Technologies to provide information technology support services and the Office of Partner Solutions and Support Services to support technologies that connect users, enhance learning experiences, and improve digital experiences. Full implementation of this organizational structure is underway, and current information is published on the Support, Help, and Info webpage maintained by the Digital Transformation Division.

Technology Planning Processes

Technology planning processes at UVU begin with an effective compliance program. The Digital Transformation Division ensures that the university is compliant with all federal and state laws and regulations regarding information technology, as well as policies established by USHE. The Digital Transformation Division also guides the formulation of institutional policies for information technology and is responsible for implementing established procedures for approved university policies in the [Policy Manual](#) within the subsection of Information Technology in the Facilities, Operations, and Information Technology section. Information technology policies, guidelines, procedures, practices, and protocols are listed on the IT Policies, Guidelines, and Rules [webpage](#), which is maintained by the Office of Platform Technologies. Technology planning processes at UVU also rely upon the core work of [university governance committees](#). In accordance with UVU Policy [102](#), these groups provide consultation, deliberation, and discussion, as well as act within the scope of delegated governance authority.

When necessary, the Digital Transformation Division has engaged in technology planning to create solutions for the university through the use of consulting services. The Digital Transformation Division has contracted with reputable and well-respected companies such as Oracle and Microsoft to provide planning assistance for significant infrastructure changes. For example, UVU is currently implementing cloud storage migration, which enables students, faculty members, and staff members the streamlined efficiency of a unified platform for file storage and sharing. Consolidation of storage platforms is financially beneficial to the university and supports legal requirements for the proper protection of university data.

Technology Equipment Replacement

UVU developed replacement [standards](#) for computer hardware that were ratified by the Information Technology Oversight Committee and are maintained by the Technology Support Committee through regular review and revision based on emerging hardware technologies, software development, and needs of the university. Section 5 delineates standards for the useful life, redistribution, and transfer of computer equipment. [Replacement standards](#) for software are accessible from the Software Lifecycle webpage maintained by the Office of Platform Technologies. Per USHE Policy R517 and UVU Policy 607, academic departments may use revenue generated from course-based fees approved by UVU’s Board of Trustees to cover computer software purchases and the maintenance of computer labs used to facilitate specific course or program offerings.

<i>Required Evidence for 2.I.1</i>	
Facilities master plan	<ul style="list-style-type: none"> ▪ Facilities Master Plan ▪ Facilities Master Plan Webpage ▪ Planning ▪ Sustainability Efforts ▪ Sustainability Plan ▪ Vision 2030 Strategic Plan
Equipment replacement policies and procedures	<ul style="list-style-type: none"> ▪ Policy Manual (607) ▪ Preventative Maintenance ▪ Software Lifecycle ▪ Technology Support Committee Standards and Support ▪ USHE Policy (R517)
Procedures for assessing sufficiency of physical facilities	<ul style="list-style-type: none"> ▪ Annual Financial Reports ▪ Dematic Sprocket ▪ Policy Manual (423, 425) ▪ USHE Policy (R701, R751) ▪ UVU Space Utilization Report for 2021-2022
Policies and procedures for ensuring accessible, safe, and secure facilities	<ul style="list-style-type: none"> ▪ 2022 UVU Annual Security and Fire Report ▪ Campus Services Guide to Services 2023 ▪ Clery Act Appendix for Federal Student Aid Handbook ▪ Office of Accessibility Services ▪ Policy Manual (155, 162, 402, 703, 704, 705, 706, 710) ▪ Request for Work ▪ University Accessibility Committee ▪ Utah Code (53B-3-106) ▪ UVU Maps ▪ UVU Proximity Access Control Project

Required Evidence for 2.I.1 (continued)

Policies and procedures for the use, storage, and disposal of hazardous waste	<ul style="list-style-type: none">▪ <u>Code of Federal Regulations (Title 40, Part 273)</u>▪ <u>Environmental Health and Safety</u>▪ <u>Printer and Copier Cartridge Disposal Procedures</u>▪ <u>Universal Waste Management Plan</u>▪ <u>Utah Administrative Rules (R315-273)</u>
Technology master plan and planning processes	<ul style="list-style-type: none">▪ <u>Digital Transformation Beach Picture Master Plan</u>▪ <u>IT Policies, Guidelines, and Rules</u>▪ <u>Policy Manual (102</u> and the subsection of Information Technology in the Facilities, Operations, and Information Technology section)▪ <u>Support, Help, and Info</u>▪ <u>University Governance Committees</u>

Moving Forward

While preparing for the NWCCU Year Seven Evaluation of Institutional Effectiveness Report, UVU is focusing on full implementation of [Vision 2030](#) and the following initiatives to further promote and support integrated institutional effectiveness.

Balanced Scorecard Addendum

Under the direction of the Provost and Senior Vice President of the Academic Affairs Division, Dr. F. Wayne Vaught, UEC finalized an addendum to the Balanced Scorecard. Fulfilling the Vision 2030 strategic plan requires UVU to engage in continuous efforts to improve university processes that will ensure successful implementation. The [Balanced Scorecard Addendum](#) advances the strategic objectives and priority initiatives in Vision 2030 by building on current processes and implementing new strategies to ensure the university fulfills its mission and achieves its strategic plan goals. The Balanced Scorecard Addendum highlights initiatives for leadership, culture, and operational effectiveness with corresponding performance measures that use baseline comparisons to monitor and evaluate progress toward established targets. UEC will regularly review progress with the Balanced Scorecard Addendum's performance measures in tandem with the Balanced Scorecard.

Campus Plan Updates

At UVU, [campus master plans](#) align with the priority initiatives in the Vision 2030 strategic plan. An update to the university's current [Inclusion Plan](#) is underway and will be finalized during the upcoming 2023-2024 academic year. Through its Inclusion Plan, UVU has taken strides to create a more inclusive learning and working environment, which address the requirements for diversity, equity, and inclusion in the [NWCCU 2020 Eligibility Requirements](#) and [NWCCU 2020 Standards for Accreditation](#). The university's Equity, Inclusion, and Diversity (EID) Committee develops, reviews, and evaluates initiatives presented in the university's Inclusion Plan and disseminates data for key indicators and objectives to help guide inclusion work at UVU. Inclusion and diversity data are accessible to the university community and external stakeholders through dashboards published on a [webpage](#) maintained by the Office of Business Intelligence and Research Services.

The Academic Affairs Division is also beginning efforts to update the [Academic Master Plan](#). Executives in the Academic Affairs Division are currently gathering and analyzing data related to the achievement of goals and strategies in the current Academic Master Plan. During the 2023-2024 academic year, outcomes will be shared with appropriate university stakeholders and feedback will be gathered to help inform planning efforts for an updated Academic Master Plan that is in alignment with Vision 2030.

Division Reorganizations

Following key personnel changes in the past year, the Digital Transformation Division established a five-year [master plan](#) and developed a reorganized [structure](#). Re-envisioning leadership and organizational structure has enabled the Vice President of the Digital Transformation Division, Christina Baum, and the division's respective leadership team to reposition operations that support students, faculty members, and staff members across all areas

of the university. As reflected in the Digital Transformation Beach Picture master plan, major initiatives underway aim to better serve the university community through enhancements in the following focus areas: community outreach, user experience, support and service, and internal improvements.

After more than 40 years of service to UVU, Linda Makin, the former Vice President of Budget and Finance, retired in May 2023. In anticipation of this leadership change, UVU revised this senior executive position, reorganized the division, and hired a Vice President of Finance and Chief Financial Officer, Jim Mortensen, who began in June 2023. Vice President Jim Mortensen oversees units related to budget, finance, and internal audit and has taken the lead with initiatives for carry-forward funds and financial health that are represented in the Balanced Scorecard Addendum.

Optimizing Integrated Institutional Effectiveness

Following the Vision 2030 update and shifts in executive personnel, UVU has reconceptualized processes related to [integrated institutional effectiveness](#). Academic, administrative, and institutional planning and assessment activities were strengthened to facilitate collaborative planning across units; align goals and objectives across campus master plans; and map actions to the Vision 2030 action commitments, strategic objectives, priority initiatives, and goals. In doing so, the university is better positioned to engage in evidence-based decision-making, be informed about and refine the university's effectiveness, assign resources, and improve student learning and achievement.

Each of these aforementioned initiatives promotes the university's standing commitment to student success and stands to improve student learning and achievement. Looking forward, UVU will further describe these initiatives in the NWCCU Year Seven Evaluation of Institutional Effectiveness Report.

Moving Forward Sources

- [Academic Master Plan](#)
- [Balanced Scorecard Addendum](#)
- [Digital Transformation Beach Picture Master Plan](#)
- [Digital Transformation Reorganized Structure](#)
- [Inclusion and Diversity](#)
- [Inclusion Plan for 2020-2024](#)
- [NWCCU 2020 Eligibility Requirements](#)
- [NWCCU 2020 Standards for Accreditation](#)
- [UVU Campus Master Plans](#)
- [UVU's Equity, Inclusion, and Diversity Committee](#)
- [UVU Integrated Institutional Effectiveness Overview](#)
- [Vision 2030 Update](#)

Compiled List of Evidence for 2023 PRFR Report Chapters

For the Reviewer

<i>For the Reviewer Sources</i>	
▪	<u>ALO Winter Townhall</u>
▪	<u>Guidelines for the Year 6 – Standard 2 – PRFR (Revised June 2023)</u>
▪	<u>Northwest Commission on Colleges and Universities Year Six: Policies, Regulations, & Financial Review (2023) Standard Two: Governance, Resources, and Capacity</u>
▪	<u>NWCCU Letter for the Fall 2020 Mid-Cycle Review of UVU</u>
▪	<u>PRFR Panel Template</u>

Mission Fulfillment (Executive Summary)

<i>Mission Fulfillment Sources</i>	
▪	<u>Balanced Scorecard</u>
▪	<u>Completion, Quality, & Efficiency (COE) Metrics</u>
▪	<u>Handbook for Planning and Assessment at UVU</u>
▪	<u>Initial Vision 2030 Plan</u>
▪	<u>Mission Statement and Values</u>
▪	<u>State Board of Regents Meeting Minutes from May 17, 2019</u>
▪	<u>USHE Policy (R312)</u>
▪	<u>University Planning Advisory Committee (UPAC)</u>
▪	<u>UPAC SWOT Analysis - May 2022</u>
▪	<u>USHE Data Books</u>
▪	<u>Utah Code (53B-7-706)</u>
▪	<u>UVU Integrated Institutional Effectiveness Overview</u>
▪	<u>UVU's Board of Trustees Meeting Minutes from April 16, 2019</u>
▪	<u>UVU's Board of Trustees Meeting Minutes from October 20, 2022</u>
▪	<u>UVU's NWCCU Year 3: Mid-Cycle Review (2020)</u>
▪	<u>Vision 2030 Refresh Feedback Session Example</u>
▪	<u>Vision 2030 Strategic Plan</u>

Governance (2.A.1)

<i>Required Evidence for 2.A.1</i>	
Institutional governance policies and procedures	<ul style="list-style-type: none"> ▪ <u>Policy Manual</u> ▪ <u>Policy Office</u> ▪ <u>UVU's Board of Trustees Membership and Meetings</u>
System governance policies and procedures	<ul style="list-style-type: none"> ▪ <u>UBHE Meetings and Events</u> ▪ <u>USHE Policy (R220)</u> ▪ <u>Utah Code (52-4, 53B-1-102, 53B-1-402, 53B-1-403, 53B-1-404, 53B-1-408, 53B-1-409, 53B-2-101, 53B-2-103, 67-16)</u>

<i>Required Evidence for 2.A.1 (continued)</i>	
Multiple board governing policies and procedures	<ul style="list-style-type: none"> ▪ Not applicable, as the university has only one board, UVU's Board of Trustees
Board's calendar for reviewing institutional and board policies and procedures	<ul style="list-style-type: none"> ▪ 2022-2023 UVU's Board of Trustees Agendas and Minutes ▪ Calendar for Institutional and Board Policies and Procedures ▪ Policy Manual (101) ▪ Policy Process
Bylaws and Articles of Incorporation referencing governance structure	<ul style="list-style-type: none"> ▪ Bylaws of UVU
<i>Supplemental Evidence for 2.A.1</i>	
<ul style="list-style-type: none"> ▪ UBHE ▪ USHE Staff 	

Governance (2.A.2)

<i>Required Evidence for 2.A.2</i>	
Leadership organizational chart	<ul style="list-style-type: none"> ▪ University Organization Charts
Curriculum vitae of executive leadership	<ul style="list-style-type: none"> ▪ Curriculum Vitae of Executive Leadership
<i>Supplemental Evidence for 2.A.2</i>	
<ul style="list-style-type: none"> ▪ Executive Hiring Process Guidelines ▪ Executive Performance Development Overview ▪ Policy Manual (309, 331) ▪ USHE Policy (R203) 	

Governance (2.A.3)

<i>Required Evidence for 2.A.3</i>	
Curriculum vitae of President/CEO	<ul style="list-style-type: none"> ▪ Curriculum Vitae of President Astrid S. Tuminez
<i>Supplemental Evidence for 2.A.3</i>	
<ul style="list-style-type: none"> ▪ Bylaws of UVU ▪ USHE Policy (R201, R203, R220) ▪ Utah Code (53B-2-102, 53B-2-106) 	

Governance (2.A.4)

<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
<i>Supplemental Evidence for 2.A.4</i>	
<ul style="list-style-type: none"> ▪ Bylaws of the Faculty Senate of UVU ▪ CampusGroups Student Engagement Portal ▪ Charter for Academic Affairs Council ▪ Charter for PACE ▪ Charter for President's Council ▪ Charter for UEC ▪ Charter for UVUSA ▪ Constitution of the Faculty Senate of UVU ▪ Faculty Senate ▪ PACE ▪ PACE Bylaws ▪ PACE Constitution ▪ PBA Process ▪ President's Council ▪ University Governance Committees ▪ UVUSA 	

Academic Freedom (2.B.1)

<i>Required Evidence for 2.B.1</i>	
Academic freedom policies and procedures	<ul style="list-style-type: none"> ▪ Policy Manual (101, 136, 161, 162, 165, 168, 326, 444, 541, 635, 637, 646, 647) ▪ USHE Policy (R481)
Evidence that the students also have academic freedom	<ul style="list-style-type: none"> ▪ Free Speech ▪ Office of Student Rights and Accountability ▪ Policy Manual (161, 541) ▪ Student Code of Conduct Published in the University Catalog
<i>Supplemental Evidence for 2.B.1</i>	
<ul style="list-style-type: none"> ▪ 1940 Statement of Principles on Academic Freedom and Tenure ▪ Library Bill of Rights ▪ Mission Statement ▪ Policy Process 	

Academic Freedom (2.B.2)

<i>Supplemental Evidence for 2.B.2</i>	
	<ul style="list-style-type: none"> ▪ <u>Annual First Amendment Conference</u> ▪ <u>Faculty Research and Web Resources for Professional Activities</u> ▪ <u>Foundations of Inclusion Trainings</u> ▪ <u>Free Speech</u> ▪ <u>Free Speech on Campus Conference</u> ▪ <u>Inclusion Plan for 2020-2024</u> ▪ <u>Policy Manual</u> (136, 161, 444, 541, 635) ▪ <u>Required Nondiscrimination Statement</u> ▪ <u>Social Media and Technology Guidelines</u> ▪ <u>Speaker Consideration</u>

Policies and Procedures (2.C.1)

<i>Required Evidence for 2.C.1</i>	
Transfer of credit policies and procedures	<ul style="list-style-type: none"> ▪ <u>Policy Manual</u> (522, 524, 525) ▪ <u>USHE Policy</u> (R470)
<i>Supplemental Evidence for 2.C.1</i>	
	<ul style="list-style-type: none"> ▪ <u>Career Pathways Articulation Agreements</u> ▪ <u>Interstate Passport</u> ▪ <u>Majors' Meetings UVU Participants 2022-2023</u> ▪ <u>SpanTran</u> ▪ <u>Transcript Credit Department</u> ▪ <u>Utah Transfer Guide</u>

Policies and Procedures (2.C.2)

<i>Required Evidence for 2.C.2</i>	
Documentation of student's rights and responsibilities policies and procedures for academic honesty, conduct, and appeals and grievances	<ul style="list-style-type: none"> ▪ <u>Office of Student Rights and Accountability</u> ▪ <u>Ombuds Office</u> ▪ <u>Policy Manual</u> (541, 546, 548) ▪ <u>University Catalog</u>

<i>Required Evidence for 2.C.2 (continued)</i>	
Documentation of student's rights and responsibilities policies and procedures for accommodations for persons with disabilities and appeals and grievances	<ul style="list-style-type: none"> ▪ Office of Accessibility Services ▪ Office of Accessibility Services Syllabus Statement ▪ Office of Equal Opportunity and Affirmative Action ▪ Policy Manual (152, 160, 162, 165, 541, 546, 601) ▪ Student Services Section Published in the University Catalog ▪ University Catalog ▪ UVU Website

Policies and Procedures (2.C.3)

<i>Required Evidence for 2.C.3</i>	
Policies and procedures for recruiting, admitting, and placing students	<ul style="list-style-type: none"> ▪ Architecture Admissions ▪ English Success Placement ▪ Math Success Placement ▪ Policy Manual (501, 510) ▪ School of Education Graduate Programs ▪ USHE Policy (R312) ▪ What's Next
Policies and procedures related to continuation and termination from educational programs including appeal process and readmission policies and procedures	<ul style="list-style-type: none"> ▪ Academic Policies and Standards Section Published in the University Catalog ▪ Academic Standings and Holds ▪ Graduate Student Policies and Expectations ▪ Policy Manual (510, 521, 524) ▪ School of Education Graduate Programs
<i>Supplemental Evidence for 2.C.3</i>	
<ul style="list-style-type: none"> ▪ Contact Admissions ▪ Graduate Studies ▪ Office of Admissions ▪ Structured Enrollment ▪ UVU Online 	

Policies and Procedures (2.C.4)

<i>Required Evidence for 2.C.4</i>	
Policies and procedures regarding secure retention of student records	<ul style="list-style-type: none"> ▪ Code of Federal Regulations (Title 34, Part 99) ▪ FERPA ▪ Policy Manual (445, 446, 447, 541, 542) ▪ University Catalog ▪ Utah Code (53B-28-503)

Supplemental Evidence for 2.C.4

- [Education and Trainings](#)
- [Ellucian Banner](#)
- [Perpetual Storage, Inc.](#)
- [Richfield Data Center Services](#)
- [Visual Vault](#)

Institutional Integrity (2.D.1)

Required Evidence for 2.D.1

- | | |
|--|---|
| Policies and procedures for reviewing published materials that assures institutional integrity | <ul style="list-style-type: none">▪ Annual Web Audit▪ Campaign Marketing and Services▪ Policy Manual (110, 112)▪ Social Media▪ Using UVAnnounce |
|--|---|

Supplemental Evidence for 2.D.1

- [Create Your Own Brand Guides and Downloads](#)
- [Integrated Marketing Team](#)
- [myUVU](#)
- [University Catalog](#)
- [UVU News](#)
- [Web Community Resources](#)

Institutional Integrity (2.D.2)

Required Evidence for 2.D.2

- | | |
|---|--|
| Policies and procedures for reviewing internal and external complaints and grievances | <ul style="list-style-type: none">▪ Policy Manual (114, 152, 161, 162, 165, 168, 231, 241, 302, 306, 308, 309, 335, 352, 358, 445, 541, 647, 660)▪ Report an Incident▪ Report Concerns▪ USHE Policy (R262, R801, R803, R805)▪ Utah Code (53B-27, 67-16, 67-26) |
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Supplemental Evidence for 2.D.2

- [Equity and Title IX Office](#)
- [EthicsPoint](#)
- [Federal Changes to the FLSA](#)
- [General Information Section Published in the University Catalog](#)
- [Report and Support](#)
- [Student Disclosures](#)
- [UVU's Code of Conduct](#)

Institutional Integrity (2.D.3)

<i>Required Evidence for 2.D.3</i>	
Policies and procedures prohibiting conflict of interests among employees and board members	<ul style="list-style-type: none"> ▪ <u>Bylaws of UVU</u> ▪ <u>Conflict of Interest</u> ▪ <u>Education and Trainings</u> ▪ <u>Policy Manual (114)</u> ▪ <u>USHE Policy (R122)</u> ▪ <u>Utah Code (67-16)</u>

Financial Resources (2.E.1)

<i>Required Evidence for 2.E.1</i>	
Policies and procedures that articulate oversight and management of financial resources	<ul style="list-style-type: none"> ▪ <u>Appropriate Expenditure Guidelines</u> ▪ <u>International Standards for the Professional Practice of Internal Auditing</u> ▪ <u>Office of Management and Budget OMB Circular A-133</u> ▪ <u>Policy Manual (207)</u> ▪ <u>USHE Policy (R550, R565, R567)</u> ▪ <u>Utah Code (53B, 631-5)</u> ▪ <u>Utah Constitution (Article VI, Section 33)</u> ▪ <u>UVU Procurement Code of Ethics</u>
Latest external financial audit including management letter	<ul style="list-style-type: none"> ▪ <u>2022 UVU Financial Statements</u> ▪ <u>2022 UVU Foundation Financials</u>
Cash flow balance sheets	<ul style="list-style-type: none"> ▪ <u>2022 UVU Financial Statements</u> ▪ <u>2022 UVU Foundation Financials</u>
Audited financial statements	<ul style="list-style-type: none"> ▪ <u>2022 UVU Financial Statements</u> ▪ <u>2022 UVU Foundation Financials</u>
Tuition and fees, educational, and auxiliary revenue for undergraduate and graduate enrollments	<ul style="list-style-type: none"> ▪ <u>2022 UVU Financial Statements</u> ▪ <u>2022 UVU S-8 Auxiliary Enterprise Operations</u> ▪ <u>2022 UVU Summary of Dedicated Credits by Semester</u> ▪ <u>2022 UVU Summary of Other Fees</u>
Significant contracts and grants	<ul style="list-style-type: none"> ▪ <u>2022 UVU Financial Statements</u> ▪ <u>2022 UVU Single Audit Report</u> ▪ <u>Current Active Grants Over \$1 Million</u> ▪ <u>Office of Sponsored Programs</u>
Endowment and giving reports	<ul style="list-style-type: none"> ▪ <u>2022 UVU Endowment Report</u>
Investment revenue	<ul style="list-style-type: none"> ▪ <u>2022 UVU Cash and Investment Report</u>

Supplemental Evidence for 2.E.1

- [Ellucian Banner Finance](#)
- [Evisions Argos](#)
- [Office of Finance and Business Services](#)

Financial Resources (2.E.2)

Required Evidence for 2.E.2

<p>Policies and procedures for planning and monitoring of operating and capital budgets, reserves, investments, fundraising, cash management, debt management, transfers, and borrowing between funds</p>	<ul style="list-style-type: none"> ▪ Cash Handling Procedures ▪ Cash Handling Training ▪ Institutional Advancement Reports ▪ Money Management Council Rules ▪ Policy Manual (201, 205, 231, 511) ▪ USHE Policy (R541, R562, R702) ▪ Utah Code (51-7, 51-8)
<p>Sample of meeting agendas, minutes, and other documentation as evidence of meaningful opportunities for participation by stakeholders</p>	<ul style="list-style-type: none"> ▪ 2022 UVU Cash and Investment Report ▪ 2022-2023 PBA Guidelines ▪ 2022-2023 Truth in Tuition Hearing ▪ 2022-2023 UVU's Board of Trustees Agendas and Minutes ▪ PBA Process

Supplemental Evidence for 2.E.2

- [EverGREEN Comprehensive Fundraising Campaign](#)
- [Investment Committee](#)
- [Office of Risk Management](#)
- [Ways to Give](#)

Financial Resources (2.E.3)

Required Evidence for 2.E.3

<p>Description of internal financial controls</p>	<ul style="list-style-type: none"> ▪ Appropriate Expenditure Guidelines ▪ Policy Manual (Financial Affairs and Development section) ▪ Position Descriptions for Finance Managers ▪ Purchasing Card and Travel Card Training in UVU Learn ▪ Purchasing Card Resources ▪ Travel Resources in myUVU Employee Portal
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<i>Required Evidence for 2.E.3 (continued)</i>	
Board approved financial policies, state financial policies, or system financial policies	<ul style="list-style-type: none"> ▪ Policy Manual (Financial Affairs and Development section) ▪ USHE Policy (Business and Financial Affairs section) ▪ Utah Code (53B-7)
<i>Supplemental Evidence for 2.E.3</i>	
<ul style="list-style-type: none"> ▪ Annual Financial Reports ▪ Budget Office Reports ▪ Institutional Advancement Reports ▪ PBA Process ▪ Transparent Utah ▪ USHE Expenditures by Year ▪ UVU JAGGAER 	

Human Resources (2.F.1)

<i>Required Evidence for 2.F.1</i>	
Human resource policies and procedures	<ul style="list-style-type: none"> ▪ Classification and Compensation Guidelines ▪ Conducting an Applicant Search Instructions ▪ Faculty Hiring Guide ▪ Policy Manual (302, 306, 333) ▪ Position Announcement Language ▪ Sample Interview Questions ▪ Staff and Executive Hiring Guide
Policies and procedures related to teaching, scholarship, service, and artistic creation	<ul style="list-style-type: none"> ▪ Policy Manual (633, 635) ▪ Sample RTP Criteria for School of Education
Policies and procedures for appraising employees of working conditions, rights and responsibilities, evaluation, retention, promotion, and termination	<ul style="list-style-type: none"> ▪ New Employee Orientation ▪ Policy Manual (322, 325, 331, 352, 361, 371, 372, 374, 375, 632, 633, 637) ▪ Position Description Library Training ▪ Required Trainings and Probationary Periods

Supplemental Evidence for 2.F.1

- [myUVU](#)
- [New 2 UVU](#)
- [UVU Awarded Top Ten Ranking on the Forbes Best-in-State Employers 2022 List](#)

Human Resources (2.F.2)

Required Evidence for 2.F.2

Employee professional development policies and procedures	<ul style="list-style-type: none"> ▪ Annual Review Competencies and Ratings for Executives and Staff Members ▪ Policy Manual (357, 361, 640) ▪ USHE Policy (R606)
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Supplemental Evidence for 2.F.2

- [Coaching and Training from External Organizations](#)
- [Foundations of Inclusion Trainings](#)
- [LinkedIn Learning](#)
- [Office of Faculty Development](#)
- [Office of Teaching and Learning](#)
- [PACE](#)
- [Summer University](#)
- [Utah Valley Senior Executive Leadership Forum](#)
- [UVUDevelop Workshops](#)
- [UVULead Workshops](#)
- [UVULearn](#)

Human Resources (2.F.3)

Required Evidence for 2.F.3

Documentation about engagement and responsibilities specified for faculty and staff, as appropriate	<ul style="list-style-type: none"> ▪ 2023-2024 Handbook for Planning and Assessment at UVU ▪ Bylaws of the Faculty Senate of UVU ▪ Policy Manual (101, 601, 603, 605, 606, 607, 608, 612, 635) ▪ University Curriculum Committee Procedures ▪ University Governance Committees
Personnel hiring policy and procedures	<ul style="list-style-type: none"> ▪ Conducting an Applicant Search Instructions ▪ Faculty Hiring Guide ▪ Policy Manual (302, 306, 308, 309) ▪ Staff and Executive Hiring Guide ▪ UVUHire Search Committee and Search Chairs Trainings
Academic organizational chart	<ul style="list-style-type: none"> ▪ Academic Organizational Charts
Administrator, staff, and faculty evaluation policies and procedures	<ul style="list-style-type: none"> ▪ Ongoing Performance Evaluation Procedures for Staff Employees ▪ Policy Manual (331, 633)

Supplemental Evidence for 2.F.3

- [NEOED](#)
- [Office of Teaching and Learning](#)
- [PBA Process](#)
- [Policy Process](#)
- [UVU Jobs](#)

Human Resources (2.F.4)

Required Evidence for 2.F.4

- | | |
|--|--|
| Administrator, staff, and faculty evaluation policies and procedures | <ul style="list-style-type: none">▪ Ongoing Performance Evaluation Procedures for Executives▪ Ongoing Performance Evaluation Procedures for Staff Members▪ Policy Manual (331, 633, 637, 639)▪ Sample RTP Criteria for School of Education▪ USHE Policy (R481) |
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Supplemental Evidence for 2.F.4

- [myUVU](#)
- [UVU Performance Development Process Timeline](#)

Student Support Resources (2.G.1)

Required Evidence for 2.G.1

- | | |
|--|---|
| Listing of programs and services supporting student learning needs | <ul style="list-style-type: none">▪ Academic Tutoring▪ Entrepreneurship Institute▪ Food Pantry▪ Fulton Library▪ Health Coaching Services▪ Language Lab▪ Learning Strategies Support▪ Math Lab▪ Melisa Nellesen Center for Autism▪ Money Success Center▪ Restaurant Forte▪ SMART Laboratory▪ Student Health Services▪ TRIO Student Support Services▪ UVU CARE Hub▪ UVU Greenhouse▪ UVU Mentors▪ Veteran Success Center▪ Wellness Services▪ Wolverine Academics▪ Writing Center |
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Supplemental Evidence for 2.G.1

- [CollegeNET 25Live](#)
- [Ellucian Banner](#)
- [Locations](#)
- [Resources for Students and Parents](#)
- [Schedule Types](#)
- [USHE Data Books](#)
- [UVU Online](#)
- [UVU Space Utilization Report for 2021-2022](#)
- [UVU Student Body](#)

Student Support Resources (2.G.2)

Required Evidence for 2.G.2

<p>Catalog that provides current and accurate information</p>	<ul style="list-style-type: none"> ▪ <u>University Catalog</u> <ul style="list-style-type: none"> ○ <u>Academic Calendar</u> ○ <u>Academic Policies and Standards</u> ○ <u>Academics</u> ○ <u>Administration</u> ○ <u>Courses</u> ○ <u>Degrees and Programs</u> ○ <u>Essential Learning Outcomes</u> ○ <u>Faculty</u> ○ <u>Financial Aid and Scholarships</u> ○ <u>General Information</u> ○ <u>Student Code of Conduct</u> ○ <u>Tuition and Fees</u>
<p>Other publications that provide current and accurate information</p>	<ul style="list-style-type: none"> ▪ <u>Academic Program Inventory</u> ▪ <u>Policy Manual (523, 541)</u> ▪ <u>UVU Directory</u> ▪ <u>UVU Website</u> <ul style="list-style-type: none"> ○ <u>About UVU</u> ○ <u>Admissions</u> ○ <u>Curriculum Office</u> ○ <u>Mission and Values</u> ○ <u>New 2 UVU</u> ○ <u>Office of Institutional Effectiveness, Accreditation, and Academic Assessment</u> ○ <u>Tuition</u> ○ <u>Vision 2030 Strategic Plan</u>
<p align="center">Supplemental Evidence for 2.G.2</p>	
<ul style="list-style-type: none"> ▪ <u>Wolverine Track</u> 	

Student Support Resources (2.G.3)

<i>Required Evidence for 2.G.3</i>	
Accurate information on national and state legal eligibility requirements for licensure or entry into an occupation or profession for which education and training are offered	<ul style="list-style-type: none"> ▪ <u>2023-2024 Academic Program Inventory</u> ▪ <u>Bachelor of Social Work Handbook</u> ▪ <u>Clinical Mental Health Counseling Program Handbook</u> ▪ <u>Compliance</u> ▪ <u>Department of Engineering</u> ▪ <u>Department of Nursing Undergraduate Student Handbook</u> ▪ <u>Elementary Education Student Teaching and Intern Handbook</u> ▪ <u>Professional Licensure</u> ▪ <u>Respiratory Therapy Student Handbook</u> ▪ <u>Secondary Education Student Teaching and Intern Handbook</u> ▪ <u>Specialized Accreditation</u> ▪ <u>State Authorization</u> ▪ <u>Surveying and Mapping</u>
Descriptions of unique requirements for employment and advancement in the occupation or profession	<ul style="list-style-type: none"> ▪ <u>2023-2024 Academic Program Inventory</u> ▪ <u>Bachelor of Social Work Handbook</u> ▪ <u>Clinical Mental Health Counseling Program Handbook</u> ▪ <u>Compliance</u> ▪ <u>Department of Nursing Undergraduate Student Handbook</u> ▪ <u>Elementary Education Student Teaching and Intern Handbook</u> ▪ <u>Respiratory Therapy Student Handbook</u> ▪ <u>Secondary Education Student Teaching and Intern Handbook</u>
<i>Supplemental Evidence for 2.G.3</i>	
<ul style="list-style-type: none"> ▪ <u>Curriculum Office</u> ▪ <u>Office of Institutional Effectiveness, Accreditation, and Academic Assessment</u> 	

Student Support Resources (2.G.4)

<i>Required Evidence for 2.G.4</i>	
Published financial aid policies and procedures including information about categories of financial assistance	<ul style="list-style-type: none"> ▪ <u>Financial Aid FAFSA</u> ▪ <u>Office of Financial Aid and Scholarships</u> ▪ <u>Policy Manual (512)</u> ▪ <u>Scholarships</u> ▪ <u>University Catalog</u>
Information to students regarding repayment obligations	<ul style="list-style-type: none"> ▪ <u>Federal Student Loan Repayment Video</u> ▪ <u>Student Disclosures</u>

Required Evidence for 2.G.4 (continued)

Policies and procedures for monitoring student loan programs	<ul style="list-style-type: none"> ▪ Loans ▪ Title IV of the Higher Education Act of 1965 ▪ USHE Policy (R601) ▪ Utah Code (53B-8)
Supplemental Evidence for 2.G.4	
<ul style="list-style-type: none"> ▪ CampusLogic ▪ CampusLogic ScholarshipUniverse ▪ CampusLogic StudentForms ▪ FAFSA Completion Night 	

Student Support Resources (2.G.5)

Required Evidence for 2.G.5

Published financial aid policies and procedures including information about categories of financial assistance	<ul style="list-style-type: none"> ▪ Office of Financial Aid and Scholarships ▪ Policy Manual (512) ▪ University Catalog
Information to students regarding repayment obligations	<ul style="list-style-type: none"> ▪ Example Certified Mail and Email for Repayment Obligations ▪ Federal Student Loan Repayment Video ▪ Leave of Absence ▪ myUVU Student Portal ▪ Office of Financial Aid and Scholarships ▪ Student Disclosures
Policies and procedures for monitoring student loan programs	<ul style="list-style-type: none"> ▪ College Navigator ▪ U.S. Department of Education College Scorecard for UVU
Loan default rate published on website	<ul style="list-style-type: none"> ▪ U.S. Department of Education College Scorecard for UVU

Student Support Resources (2.G.6)

Required Evidence for 2.G.6

Description of advising program, staffing, and advising publications	<ul style="list-style-type: none"> ▪ Advising ▪ First-Year Advising Center ▪ First-Year Advising Syllabus ▪ Graduate Advising Responsibilities ▪ Office of University Advising ▪ Pre-Professional Advisement Center
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Required Evidence for 2.G.6 (continued)	
Systematic evaluation of advising	<ul style="list-style-type: none"> ▪ Academic Advising Program Evaluation for Feedback ▪ Civitas ▪ EAA Process at UVU ▪ Ellucian Banner ▪ Mongoose Cadence
Professional development policies and procedures for advisors	<ul style="list-style-type: none"> ▪ Advisor Certification Program ▪ Office of University Advising Training
Supplemental Evidence for 2.G.6	
<ul style="list-style-type: none"> ▪ Canvas by Instructure 	

Student Support Resources (2.G.7)

Required Evidence for 2.G.7	
Policies and procedures for ensuring the student who registers in a distance education course and program is the same student who participates in the course and receives credit	<ul style="list-style-type: none"> ▪ Code of Federal Regulations: (Title 34, Part 602, Section 17) ▪ Higher Education Opportunity Act
Policies and procedures make it clear that these processes protect student privacy	<ul style="list-style-type: none"> ▪ FERPA ▪ General Data Protection Regulation Privacy Notice ▪ Multi-Factor Authentication ▪ Policy Manual (446, 541) ▪ Privacy Statement ▪ USHE Policy (R345) ▪ Utah Code (63G-2)
Notification to students at the time of registration of any additional charges associated with verification procedures	<ul style="list-style-type: none"> ▪ Not applicable, as students are not charged additional fees since the university maintains institutionally funded contracts with Canvas by Infrastructure and Proctorio.

Required Evidence for 2.G.7 (continued)

Academic policies and procedures for instructors to implement requirements for <i>regular and substantive interaction</i> in distance education courses and programs	<ul style="list-style-type: none">▪ 2023 Course Design Plan▪ Higher Education Opportunity Act▪ Office of Teaching and Learning▪ Presentation for Regular and Substantive Interaction at 2022 Department Chair Retreat▪ Regular and Substantive Interaction Video▪ UVU Flexible Course Design Rubric 2023
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Supplemental Evidence for 2.G.7

<ul style="list-style-type: none">▪ Canvas by Instructure▪ myUVU Student Portal▪ Proctorio
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Library and Information Resources (2.H.1)

Required Evidence for 2.H.1

Procedures for assessing adequacy of library collections	<ul style="list-style-type: none">▪ University Curriculum Committee Procedures
Library planning committee and procedures for planning and collection development	<ul style="list-style-type: none">▪ Library Protocols▪ Suggestions for Purchase
Library instruction plan; policies and procedures related to the use of the library and information resources	<ul style="list-style-type: none">▪ Check Out Periods and Protocols▪ Equipment Checkout▪ Interlibrary Loan and Scan and Deliver Services▪ Library Protocols▪ Policy Manual (421, 606)

Required Evidence for 2.H.1 (continued)

Library staffing information; policies and procedures that explains faculty and library partnership for assuring library and information resources are integrated into the learning process	<ul style="list-style-type: none"> ▪ Faculty Resources ▪ Fulton Library Guide for UVU Faculty ▪ Fulton Library Organizational Chart ▪ Fulton Library Staff ▪ Library Instruction Program ▪ Open Educational Resources
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Supplemental Evidence for 2.H.1

<ul style="list-style-type: none"> ▪ Fulton Library ▪ Fulton Library Annual Report for 2021-2022 ▪ George Sutherland Archives ▪ Utah Academic Library Consortium
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Physical and Technology Resources (2.I.1)

Required Evidence for 2.I.1

Facilities master plan	<ul style="list-style-type: none"> ▪ Facilities Master Plan ▪ Facilities Master Plan Webpage ▪ Planning ▪ Sustainability Efforts ▪ Sustainability Plan ▪ Vision 2030 Strategic Plan
Equipment replacement policies and procedures	<ul style="list-style-type: none"> ▪ Policy Manual (607) ▪ Preventative Maintenance ▪ Software Lifecycle ▪ Technology Support Committee Standards and Support ▪ USHE Policy (R517)
Procedures for assessing sufficiency of physical facilities	<ul style="list-style-type: none"> ▪ Annual Financial Reports ▪ Dematic Sprocket ▪ Policy Manual (423, 425) ▪ USHE Policy (R701, R751) ▪ UVU Space Utilization Report for 2021-2022

<i>Required Evidence for 2.I.1 (continued)</i>	
Policies and procedures for ensuring accessible, safe, and secure facilities	<ul style="list-style-type: none"> ▪ 2022 UVU Annual Security and Fire Report ▪ Campus Services Guide to Services 2023 ▪ Clery Act Appendix for Federal Student Aid Handbook ▪ Office of Accessibility Services ▪ Policy Manual (155, 162, 402, 703, 704, 705, 706, 710) ▪ Request for Work ▪ University Accessibility Committee ▪ Utah Code (53B-3-106) ▪ UVU Maps ▪ UVU Proximity Access Control Project
Policies and procedures for the use, storage, and disposal of hazardous waste	<ul style="list-style-type: none"> ▪ Code of Federal Regulations (Title 40, Part 273) ▪ Environmental Health and Safety ▪ Printer and Copier Cartridge Disposal Procedures ▪ Universal Waste Management Plan ▪ Utah Administrative Rules (R315-273)
Technology master plan and planning processes	<ul style="list-style-type: none"> ▪ Digital Transformation Beach Picture Master Plan ▪ IT Policies, Guidelines, and Rules ▪ Policy Manual (102 and the subsection of Information Technology in the Facilities, Operations, and Information Technology section) ▪ Support, Help, and Info ▪ University Governance Committees

Moving Forward

<i>Moving Forward Sources</i>
<ul style="list-style-type: none"> ▪ Academic Master Plan ▪ Balanced Scorecard Addendum ▪ Digital Transformation Beach Picture Master Plan ▪ Digital Transformation Reorganized Structure ▪ Inclusion and Diversity ▪ Inclusion Plan for 2020-2024 ▪ NWCCU 2020 Eligibility Requirements ▪ NWCCU 2020 Standards for Accreditation ▪ UVU Campus Master Plans ▪ UVU's Equity, Inclusion, and Diversity Committee ▪ UVU Integrated Institutional Effectiveness Overview ▪ Vision 2030 Update

