



# Policy Office

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## Policy Office Mission Statement

To advance Utah Valley University's shared governance model and support the University's mission of student success, the Policy Office ensures policies are accessible to the campus community, stewards the policy development process so that it is efficient and transparent, and fosters collaboration by engaging key stakeholders from all parts of the university community to forge policies that support the educational process.

## Our Commitment to Inclusion

The Utah Valley University Policy Office supports and upholds the University's core value of Include. As stewards of the University's policy governance process, we acknowledge and embrace our office's responsibility to the university community to promote policies and processes that are transparent, accessible, and equitable for everyone. The Policy Office believes in seeking and considering diverse perspectives and encouraging participation from all segments of the university community.

To proactively support these principles, the Policy Office endeavors to make policy language clear, concise, and accessible where possible. The Policy Office reviews and improves university policies to promote access and remove unnecessary barriers for students and employees.

## Quick Links & Resources

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## Policy News & Updates

### Policy Pipeline Updates: Policy Actions Approved by President's Council, April 11, 2024

04.11.2024

On Thursday, April 11, 2024, UVU's President's Council approved the following policy actions.

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### Policy Manual Updates: Policy Actions Approved by Board of Trustees, March 28, 2024

03.28.2024

On Thursday, March 28, 2024, UVU's Board of Trustees approved the following policy actions.

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## About Our Office

The UVU Policy Office serves as a university resource for policy development. Through collaboration with the university community, the Policy Office facilitates development, approval, and periodic review of policy.

Policy Office staff serve as editors and project managers to support the process by which policies are developed through the University's shared governance model. Working with policy sponsors and stewards, we strive to ensure each policy is inclusive and accessible and aligns with the mission and values of the University, while upholding editorial guidelines and standards.

For more information about how policies are developed at UVU, please see our [policy process guide](#) and our [tools for policy writers](#).

### Objectives of the Policy Office

- Provide a set of policies that cover key aspects of university life.
- Provide administrative support to the policy development process.
- Provide editorial support to sponsors and stewards.
- Provide technical support to the policy process.

## Our Services

### Training

Provide policy process training to students, staff, faculty, and administrators, as well as elected leadership and representatives for PACE, UVUSA, and Faculty Senate.

Develop and distribute training materials and instructional guides for the policy process and related templates and tools.

### Technical

Maintain the Policy Office web pages, including the online Policy Manual and Approval Pipeline.

Maintain the University's policy archive.

Design and maintain policy process templates to facilitate efficiency and consistency, and provide technical support for these templates as needed.

Uphold accessibility standards for Policy Office web pages and content.

### Consulting

Provide editorial and project management support to policy sponsors, stewards, and writing committees throughout the University's policy development process.

Assist university vice presidents with the periodic assessment of current policies.

Assist university vice presidents with the development of policy strategy plans.

Serve as writing process consultants for policy writing committees.

### Editorial

Provide editorial support to sponsors and stewards, and other university units as needed.

Review and revise drafts of university policy throughout the development stages to

- uphold institutional standards for language and style;
- correct usage and grammar in accordance with approved style guides; and
- ensure clarity, readability, and a cohesive voice.

Provide research services for complex policy topics as needed.

## POLICY OFFICE STAFF

### Full Time Employees



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Director - Policy Office  
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