



THE POLICY PROCESS AT UVU

UVU developed its policy process to support the University's shared governance model, in which faculty, staff, students, and administration may provide formal commentary on proposed policies. This provides university community members the opportunity to provide feedback and perspective in the institutional policy process. The policy process is detailed in full in Policy 101 [Policy Governing Policies](#).

Policy needs come from different sources: a change in state or federal law, a new development at the University (such as new programs or regulatory requirements), or emerging best practices. President's Council and the Policy Office receive input on policy needs from subject matter specialists, university leaders, Compliance, Office of General Counsel, faculty, staff, and students. Individual members of the university community may at any time propose the creation, revision, or deletion of a policy. If the appropriate vice president agrees to sponsor the policy, they may submit an executive summary to the Policy Office.

Quick Links

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What is Shared Governance?

"Shared governance is a model of management in higher education founded on democratic ideals and is based on principles of mutual trust, respect, fairness, transparency, accountability, open dialogue, and the best use of human talent and physical resources."

—Statement on Government of Colleges and Universities, AAUP

Policy Approval Processes

Every proposed change to the UVU Policy Manual (including new policies and revisions or deletions of existing policies) must go through one of the University's policy approval processes, depending on the content of the policy, the nature of the revisions (if applicable), and the needs of the University:

Regular Process

The regular policy approval process is the approval process for most new policies, substantive revisions of existing policies, and deletions of existing policies. Most policies go through the regular policy process.

[More about the regular policy approval process »](#)

Temporary Policy Process

The temporary policy approval process is reserved for policy proposals that President's Council deems to be crucial and therefore must be processed in a shorter time period than is possible through the regular approval process. Policies approved through this process remain in effect for up to one year.

[More about the temporary policy approval process »](#)

Non-Substantive Change Process

The non-substantive change policy approval process is reserved exclusively for making non-substantive revisions to existing policies in the manual. Non-substantive revisions are changes that correct typographical and grammatical errors, change policy format, and/or update university or reference information.

[More about the non-substantive change approval process »](#)

Compliance Change Process

The compliance change policy approval process is reserved for nondiscretionary, limited scope revisions to passages of existing policy, or deletions of a policy from the Policy Manual necessitated by changes in external law or other binding compliance requirements. The revisions proposed during this process are limited to only those specific sections requiring modification to maintain the University's compliance with external law.

[More about the compliance change approval process »](#)

The Roles in Policy Development at UVU

Policy Sponsors & Stewards

Policy sponsors are members of President's Council responsible for overseeing university policies for their areas. Policy stewards facilitate the development and advancement of a policy draft through the stages of the policy approval process.

[Responsibilities »](#)

[Contact a Policy Sponsor or Steward »](#)

Policy Office

The Policy Office oversees policy development across the University through editorial collaboration and process coordination with all of the entities and stakeholders involved in policy at the University.

[Responsibilities »](#)

[Contact the Policy Office »](#)

Policy Subcommittee

Policy Subcommittee is comprised of members of President's Council. They have the authority to approve or disapprove policy drafts to go on to President's Council for review.

[Responsibilities »](#)

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Equity Assessment Committee

The Equity Assessment Committee (EAC) is a committee of faculty, students, and staff established to review and assess policy drafts through an equity framework to protect, promote, and enrich inclusion, diversity, and equity.

[Responsibilities »](#)

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General Counsel

The Office of General Counsel provides advice and counsel on all matters having legal significance for the University, including policy development.

[Responsibilities »](#)

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President's Council

President's Council is the central governing body of the University. It is convened by the University President and comprised of the University's vice presidents and elected representatives from Faculty Senate, UVUSA, and PACE.

[Responsibilities »](#)

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Policy Coordinators

Policy coordinators are dedicated subject matter experts employed by a university organization and assigned to aid in the coordination of policy development and planning for their division.

[Responsibilities »](#)

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University Governance Entities

Students, faculty, and staff have the opportunity to review and make recommendations for university policy through their elected representatives in their associated University governance entity: UVUSA (students), Faculty Senate and Academic Affairs (faculty), and PACE (staff).

[Responsibilities »](#)

[Get Involved »](#)

UVU Board of Trustees

The UVU Board of Trustees is the governing board of the University. They serve as advisers to the president, and work to give visibility to the mission of the University. The Board of Trustees must review and approve all policies before enactment at the University.

[Responsibilities »](#)

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Getting Involved in Policy Development at UVU

Students

The Utah Valley University Student Association (UVUSA) represents the voice of all UVU students in matters of policy through its elected representatives. The UVUSA President sits on President's Council and reviews all policy drafts to ensure the needs and opinions of students are considered. If you are a student who is interested in getting involved in policy development at UVU, reach out to your UVUSA representatives through the link below.

[UVUSA](#)

Faculty

Faculty Senate serves as an entity through which faculty participate in the university policy development process. In addition to reviewing policy drafts, Faculty Senate members are also responsible for developing and recommending policies that pertain to instruction, student learning, program development, faculty recruitment and tenure, and other areas of faculty interest. Faculty members who have questions or comments related to a policy draft should contact their elected representative at the link below.

[Faculty Senate](#)

Staff

All full and part-time staff (excluding student employees, faculty, and executives) are represented by the Professional Association of Campus Employees (PACE). PACE helps its members by providing a unified voice to the administration in all areas that involve PACE members, including university policy. The PACE Board meets monthly to review and provide feedback for policy drafts to advocate for staff by representing and advancing their interests. Staff members interested in becoming involved in the policy process should reach out to their elected PACE representatives at the link below.

[PACE](#)

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