




Utah Valley
State College

Institutional Development and Planning

TO: Chuck Allison
Faculty Senate President

FROM: Dr. Cameron K. Martin 
Assistant to the President for Institutional Development and Planning

DATE: May 19, 2008

RE: UVU Policy Advisory Council

Over the past several years, the institution has engaged in the design and implementation of an entirely new policy development and management process focused on the institution's core values of transparency and accountability. The redesign included a rewrite of the institution's *Policy Governing Policies and Procedures* (#101), a redesign of the workflow for policy review, the organization of a centralized Policy Office, as well as the creation of The Online Policy System (TOPS), a web-based tool for managing the policy tracking, review and approval processes.

As a continuation of the institution's efforts to set an industry standard in policy development and management, the president has authorized the formation of a UVU Policy Advisory Council. The work of the council will be to recommend on-going improvements in the policy development and management processes, to advise administration on specific policy development needs, and to consult with faculty and staff across campus to ensure that information about policies and procedures flows both up and down the organizational chart. The Policy Advisory Council will meet on a quarterly basis throughout the year and more often as needed.

Because of your experience with policy development and/or because of your current representative role, as head of the Policy Office, I invite you to serve as a member of the Policy Advisory Council or to nominate someone to represent the campus entity that you serve. While some members of the council will hold standing positions, the general term of service for council members will be two years.

Please call or write me to let me know if you accept this invitation or if you can nominate someone to serve in your place. You can contact the Policy Office by phone at extension 8259 or contact me directly by e-mail at martinca@uvsc.edu.