



## University Policy Committee

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### Procedures of the University Policy Committee

#### I. University Policy

The University of Nevada, Las Vegas (UNLV) established the body of University Policy to align operations, set behavioral expectations across the university, and communicate roles and responsibilities.

University policies are written and published documents that govern the management of UNLV affairs. Referring specifically to policy made under the authority granted expressly to the president by the NSHE Board of Regents Handbook, which have institution-wide application, university policies are recommended by signature of the Executive Vice President and Provost or other vice president/vice provost and approved by the president. This approval ordinarily follows a thorough review by the UPC and the various constituents represented on the UPC.

University policy is designated as such by virtue of having been published by the UPC to the university community. University policy has the following attributes:

- promotes consistency, transparency, and effectiveness of UNLV actions in pursuit of our stated mission, goals and objectives and/or mitigates or manage institutional risk.
- applies across the university, supporting the broad institutional interests and impacting a substantial number of individuals; thus it transcends the instructions or procedures adopted in any one office, unit or division.
- originates from the authority of the Board of Regents' policies and procedures for NSHE institutions, and from the authority given by the Regents to the president of UNLV to implement those policies and to manage the institution.
- complies with all federal and state laws, rules, and regulations while reflecting academic values of shared governance, academic freedom and intellectual integrity.

The procedures and definitions in this document are governed by the *Formulation and Issuance of University Policies* policy, which is available on the University Policy Committee webpage <http://www.unlv.edu/provost/committees/upc>.

#### II. Mission and Scope of Authority of the University Policy Committee

The UPC reviews policies proposed by the university's major divisions or offices and makes recommendations to the president for adoption as university policy. The UPC is authorized to recommend that an issue brought forth is indeed appropriately resolved through a university policy or to recommend that the issue should be better resolved through a presidential statement; through a procedure or instruction set forth by the president, executive vice president and provost, a vice president or another officer of the university; or through consideration by the faculty as a matter of UNLV or unit

bylaws. The UPC therefore does not make or enforce policy; it facilitates the review of policies proposed by an officer of the university.

Every proposed policy must designate a policy owner, who should be at the level of a vice president, vice provost or above. The policy owner is responsible, in the case the policy is approved, for the implementation of, and campus compliance with, that policy.

A UPC review of a proposed policy need not also review accompanying procedures to that policy before recommending the policy to the president. The UPC may address, in the course of its review, questions and concerns about procedures for implementation and compliance to the proposer. The UPC may ask policy proposers to submit written procedures for implementation and compliance plan with the policy.

### **III. Charge of the University Policy Committee**

- 1) to ensure proposed policies address a campus need or mandate, fall within the authority of the president, and are aligned with institutional mission, goals, and priorities;
- 2) to review subsequent policy drafts to ensure statements of policy and, when appropriate, associated statements of procedure and/or associated implementation and compliance plans, are concise, consistent in format and scope, and comprehensible;
- 3) to vet proposed policies broadly for campus input prior, and to consider and respond to that input, before recommending a policy to the president for signature;
- 4) to announce and codify university policies once adopted or revised, by serving as the curator of electronic announcements and of an on-line and printable catalog of policies;
- 5) to request, on a periodic basis, that policy owners undertake to review longstanding policies and submit to the UPC any necessary updates.

### **IV. Functioning of the University Policy Committee**

The University Policy Committee (UPC) meets once a month throughout the calendar year. For each meeting, the chair shall distribute all new policies to be considered at least seven working days prior to the meeting and an agenda at least three working days prior to the meeting. Any proposer of a policy shall be invited to attend or send a representative to participate in the discussion of that proposed policy.

At each meeting, the UPC shall:

- 1) consider new policy proposals which have been submitted and recommend revisions to the proposer;
- 2) consider revised policy proposals for vetting to the campus. The standard period for vetting is thirty business days, though more time may be allowed to ensure broad input and discussion;

- 3) review input received from the campus on policies posted, the policy owner's response to the input, and the policy owner's revisions;
- 4) recommend for presidential approval revised policy proposals that have been agreed to by the policy owner and a majority of UPC members voting;
- 5) approve editorial revisions to the online directory or printed manual of University Policy, once a new policy or policy revision has been signed by the president and posted publicly by the policy owner;
- 6) identify any policies which have been in place for 10 years or more, or which have been rendered outdated by changes of federal law, state law, or Nevada System of Higher Education Board of Regents policy, or other university bylaw or policy, and recommend the policy owner consider any necessary updates.

#### **V. Composition of the University Policy Committee**

The president appoints the members of the UPC upon recommendation of the executive vice-president and provost. Once appointed, a member may continue to serve on the committee until the president appoints a different individual to represent the respective administrative division. Membership on the UPC shall generally include the following officers of the university or their designees as standing members. All members shall also nominate for presidential approval a standing alternate who may attend any meeting but shall participate in deliberations and votes only in the absence of the committee member. Each member has one vote, and alternates shall vote only if the designated member is not present.

- Vice-Provost for Faculty, Policy and Research (chair)
- Vice-Provost for Academic Affairs or designee (vice-chair)
- Vice-Provost for Information Technology or designee
- Dean of the Graduate College or designee
- Vice President for Advancement or designee
- Senior Vice President for Finance and Business or designee
- Vice President for Diversity Initiatives and Government Relations or designee
- Vice President for Research and Economic Development or designee
- Vice President Student Affairs or designee
- Director of Athletics or designee
- Director of Accreditation or designee
- Academic Council representative from the academic deans
- Department chairs' and school directors' representative
- Chair of the Faculty Senate (who may designate a member of the Executive Committee to represent the Senate)
- Chair of the Graduate Council (who may designate a member of the Executive Committee to represent the Graduate Council)
- Classified Staff Council
- Other members as determined to be necessary and appropriate by the president

The following officers shall be invited to participate ex-officio or to designate a representative to do so:

- General Counsel
- Chief Human Resources officer
- Associate Vice President for University Communications

A quorum for the UPC is fifty percent of the members. If a meeting has a quorum, a majority of members present is required to pass a motion.

## **VI. Policy Development Resources**

The UPC provides *Policy Owner Resources* on its website to assist in policy development. The *Policy Development Checklist* is designed to assist the policy owner in determining the university's need for the proposed policy, whether the risk or value is sufficient to warrant the dedication of resources needed for policy development and management, and whether the purpose and goal of the proposed policy may be accomplished in a different way. During the development process, policy owners may contact the UPC chair for guidance with the checklist or other support.

The office responsible for the policy is to draft the full document, consulting with stakeholders and assisted by the Office of the General Counsel, if appropriate. The fully-drafted policy is reviewed by the UPC before it is submitted to the campus for a 30-day public comment period. The policy is revised as needed to incorporate public comments and, barring major substantive changes, submitted to the UPC for final review and recommendation to the President.

**Note on Expedited Process.** Under special circumstances, policy owners may request an expedited process by contacting the chair of the UPC. Special circumstances may include a change in federal or state law, a significant and immediate financial opportunity, or a major institutional risk.

## **Electronic Links in Policies**

Policies often contain links to online resources. Sometimes the links can become unusable due to website address changes and other factors. When modifications to policies are limited to updating links, the policy is not required to be routed through the formal policy approval process. Updated links on policies can be submitted to the UPC mailbox: [policycommittee@unlv.edu](mailto:policycommittee@unlv.edu).

## **Minor Changes to An Existing Policy**

Minor changes may be made to a policy without the policy going through the entire UPC policy review process if the change: 1) is not substantive; and 2) does not modify the intent, meaning or focus of the policy. The decision as to whether those criteria are met will be made by the UPC. If a proposed change is determined to meet both criteria, the revision will go through an expedited process of review by the UPC. If a proposed change requires review by the Office of General Counsel, the policy owner will be notified to complete that prior to the review by the UPC.