University Policy Procedures

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, following a thorough review by the UPC and the various components of the university community 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 a particular issue should be better resolved through a presidential statement on behalf of the university; be resolved 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 be referred to the faculty for consideration 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 by the president, 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 deliberations 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 easy to understand;

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 announcement of an online directory of policies, and of a printable manual of policies;

5) to request, on a periodic basis, that policy owners undertake to review longstanding policies and submit to the UPC proposed 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 even if the alternate is also in attendance.

- Chair – appointed by the President/Executive Vice President & Provost
- 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
- Chair of the Faculty Senate (who may designate a member of the Executive Committee to represent the Senate)
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- 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

Ex-officio members on the UPC shall include:
- General Counsel or designee
- Human Resources officer or designee
- Associate Vice President for University Communications or designee

A quorum for the UPC is fifty percent of the members. If a meeting has only a quorum of members in attendance, a majority of them is required to pass a motion which would be five of the eight members present.

VI. Policy Development Resources
The UPC provides Policy Owner Resources on its website (http://www.unlv.edu/provost/committees/upc) 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 identified stakeholders, and obtain approval of the draft by the Office of the General Counsel. 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.

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, a major institutional risk, or a required time-sensitive response to an NSHE, state, federal, or other appropriate jurisdictional audit.

The expedited process may include but is not limited to review and comment by the UPC members via email, email notification and engagement of the campus community, an expedited process of public comment, and voting by UPC members via email.

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.

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.