



EXECUTIVE VICE PRESIDENT AND PROVOST

FORMULATION AND ISSUANCE OF UNIVERSITY POLICIES

RESPONSIBLE ADMINISTRATOR: OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST

RESPONSIBLE OFFICE(S): OFFICE OF THE PRESIDENT, OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST

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APPROVALS:

RECOMMENDED BY:

Michael W. Bowers

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Michael W. Bowers, Executive Vice President and Provost

Date

APPROVED:

Neal J. Smatresk

12/18/09

Neal J. Smatresk, President

Date

REVISION DATE: NA

STATEMENT OF PURPOSE

This policy establishes the University of Nevada Las Vegas (UNLV) policy process and protocol for policy review and recommendation.

ENTITIES AFFECTED BY THIS POLICY

Entire University.

WHO SHOULD READ THIS POLICY

- Unit heads, administrators and their associates.
- Individuals considering issuing, revising, or assisting the drafting of a UNLV policy

POLICY

UNLV formally approves, issues, and maintains in a consistent format, official university policies in a central policy library. Individuals engaged in developing and maintaining UNLV policies must follow the requirements outlined in this document for drafting, approving, revising and withdrawing university policies.

UNLV has established a standard policy document and review process to achieve consistency, appropriateness, and ease of understanding, ease of access to, and compliance with university policies. The President charges the University Policy Committee (UPC) with the responsibility to manage this standard document and process and related systems, and to assist others to engage them effectively. The UPC reviews and advises the President regarding all policy requiring the President's approval, including policy categories defined below.

With the approval of the executive leadership of UNLV, a policy owner may establish requirements of the UNLV community that relate to his or her jurisdiction. In this way, UNLV policies connect the university's mission to individual conduct, clarify institutional expectations, support compliance with laws and regulations, mitigate institutional risk, and enhance productivity and efficiency in UNLV's operations.

RELATED DOCUMENTS

Policy Template

CONTACTS

Office of the President

Office of the Executive Vice President and Provost

DEFINITIONS

University Policy

Written and published documents that govern the management of UNLV affairs. With institution-wide application, university-wide policy is approved at the executive levels with presidential signature required on all university policy. University policy must be thoroughly reviewed, maintained and published by the UPC for the university community.

Executive Vice President and Provost Policy

University-wide administrative policy will be developed and approved at the discretion of the Executive Vice President and Provost (EVP/Provost). The EVP and Provost has delegated authority from the President for approval of general academic and other management policy that affects more than one school, but may at his or her discretion sub-delegate specific policy-making and approval authority to the Faculty Senate, Academic Deans, UPC, or other academic department personnel.

Academic Policy

Academic Policy at the campus level is developed and revised by the UNLV Faculty Senate, in accordance with the authority granted to it by the Board of Regents, and as may be delegated by the President and EVP and Provost. The distinction between university-wide policies and those “owned” by or delegated to units, as well as those internal to the Faculty Senate under the UNLV Bylaws must be respected. Issues regarding such policies should be referred to the appropriate body by the UPC.

Administrative Policy

Administrative policies and practices will be developed, revised, and approved when appropriate by respective divisional vice presidents and vice provosts. The UPC will make available a resource for viewing policies in a searchable online repository that is accessible to the full university community and it will include Administrative Policy.

Board of Regents (BOR) Policy

Board of Regents policy is the framework under which all Nevada State Higher Education (NSHE) campus administrators must operate. All such administrators are responsible for implementation of and compliance with BOR Policy. University policies often provide the rules and guidelines for implementation of BOR policies.