Policy Development Checklist

The following checklist is provided to facilitate communication between the University Policy Committee (UPC) and the policy owner. As you develop your draft policy, this checklist is intended to elicit: 1) the University’s need for the proposed policy, 2) evidence that risk or value is sufficient to warrant the dedication of resources needed for policy development and management, and 3) evidence that the purpose and goal of the proposed policy is best accomplished by creating a new or revising an existing policy. You may choose to address some of these issues as you complete the Policy Template. Please note that these issues may be addressed by the Committee when the policy is presented.

Items to consider as you develop your policy:

____ Is the need or purpose of the policy clearly articulated?
____ Are the factors driving the need for the policy clearly defined?
____ Has the nature and extent of any risk associated with the continuing absence of this policy been determined?
____ Are the relevant risk factors identified (such as legal, behavioral, financial, health and safety, reputational, management and operations)?
____ By what date must this policy be implemented? (if applicable)

____ Does the proposed policy or bylaw:
   ____ Comply with federal and state laws, rules and regulations?
   ____ Comply with Board of Regents’ (BOR) policies and UNLV Bylaws?
   ____ Comply with Presidential delegations of authority?
   ____ Impact existing policies or bylaws, procedures, forms (BOR, Senate)?
   ____ Impact other relevant areas?

____ To what extent will the policy affect University employees or students (e.g., approximate number of employees or specific categories of employee groups)?

____ To what extent will the policy affect other university constituencies (e.g., alumni, vendors, visitors to the campus, etc.)?

____ Are there any financial or other resource implications (human resource, technology, operations, etc.) of implementing this policy (e.g., cost savings, start-up costs, new systems or software, maintenance, training/education, enforcement)?

____ Where will the costs or savings be directed?

____ Have best practices in this area among other higher education institutions been reviewed and incorporated into this policy?

____ Has the potential need for manager discretion or flexibility in implementation of the policy been addressed?

____ Have the criteria and process used to grant exceptions to the policy, been identified, if applicable?

____ What targeted communications and training activities will be needed to build awareness and enable effective implementation of the policy, if applicable?

____ Have new or existing mechanisms/processes that ensure policy compliance been identified?

____ Have new or existing methods to measure compliance and policy effectiveness been identified?

____ Has the need for consequences for not abiding by the policy been considered for inclusion?

____ With what frequency will this policy undergo a comprehensive review (e.g., typically one to three years, depending on the level of risk)?