ADMINISTRATIVE POLICY

Procedure for LAS Policy Creation and Administration

POLICY STATEMENT

This policy details the procedure for creating and administering matters unique to the School of Liberal Arts & Sciences (LAS). Such matters may include (but are not limited to): budget requests and initiatives, course scheduling, curriculum processes, personnel-related issues, and standards of operation. For policies that affect faculty, staff, and students outside of LAS, refer to the main NSC policy workflow and procedures.

DEFINITIONS

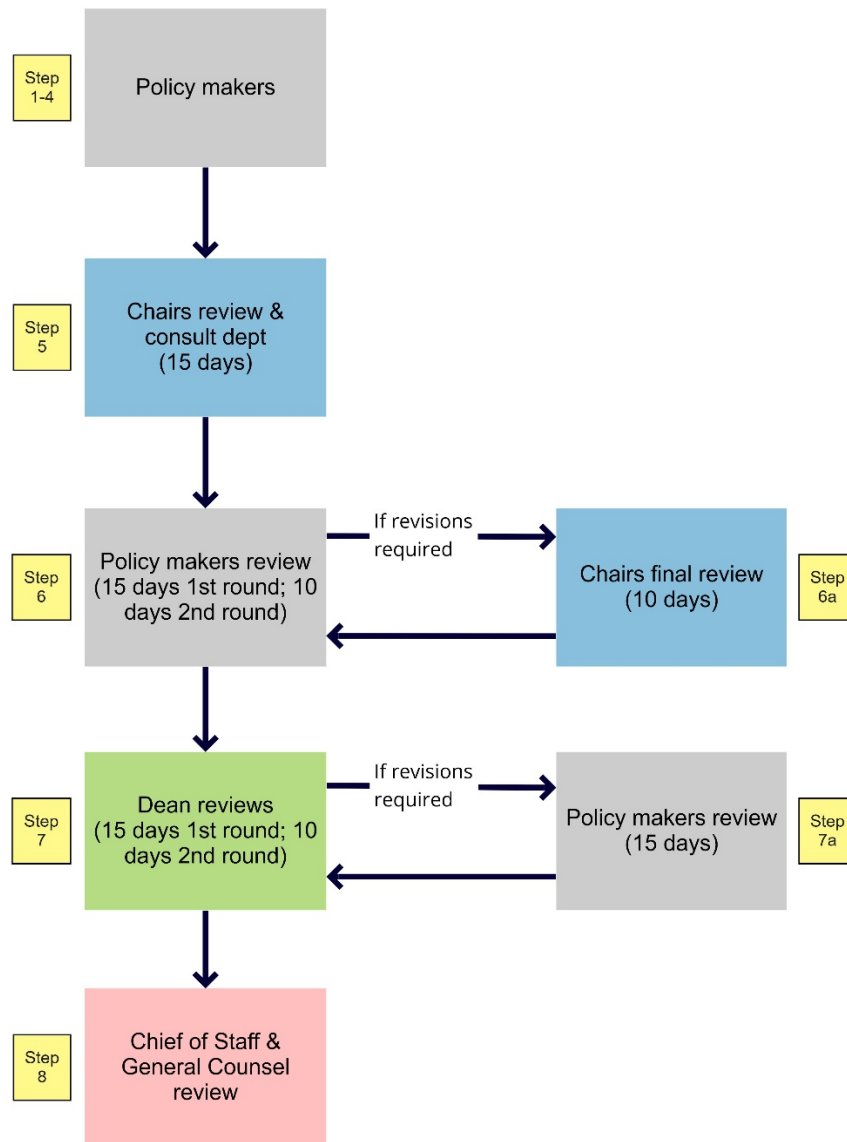| Terms Used in Policy:	To Be Defined As:
LAS	The School of Liberal Arts & Sciences
LAS-specific policy	A policy that will be created, implemented, and/or enforced only in the School of Liberal Arts & Sciences
Administration	The implementation and enforcement of the policy
Discipline	The broader scholarly specialization or department of a particular faculty member (e.g., Humanities, Social Sciences)
Policy Creation	The writing and submission of a new LAS policy
Policy Committee	An ad-hoc committee convened by the Dean of LAS to create the policy's language
Policy Originator	An individual person, unit, or group creating a policy's language
Working Day	Any day during the traditional work week while the committee member, faculty member, department chair, staff member, or supervisor is on contract.

DETERMINATION

In the School of Liberal Arts & Sciences (LAS), a policy shall be created if a policy or procedure should be standardized or made uniform across all departments, and an appropriate policy does not already exist within LAS or at the college-wide level.

PROCEDURES

The procedures for policy creation and administration in the School of Liberal Arts & Sciences (LAS) are as follows:

1. When creating an LAS-specific policy, it is the responsibility of the policy originator to check the NSC and LAS policy repositories (see "Related Information") to determine if a proposed policy already exists, or if a particular process or procedure would be LAS-specific.
2. If there is no college-wide policy for a needed LAS process or procedure, or if the college-wide policy does not address LAS-specific situations, then the policy originator will contact the LAS Dean's Office and the appropriate department chair or supervisor regarding the need for a particular policy.
3. The Dean's Office will provide the policy originator with the appropriate forms and contacts (see "Forms/Instructions") and will convene an ad-hoc committee to create the policy. This committee will consist of the policy originator as the committee chair, no more than three (3) other representative faculty members or administrative staff members and one (1) member from outside of LAS. All faculty representatives must be from separate disciplines. Additionally, if the policy has direct implications for students, one (1) student member will be added to the committee in an advisory/non-voting position. If the policy affects only one department or group, or if the Dean determines that a full committee does not need to be convened, then the originator will draft the policy and follow the same submission procedures detailed below.
4. Once the policy has been drafted, and in cases where a policy committee has been convened, it has been approved by a two-thirds (2/3) vote of the committee's voting members, the policy draft as well as a brief summary of its history and necessity to LAS will be sent to all department chairs or supervisors for review and feedback.
5. The department chairs or supervisors have fifteen (15) working days to review the policy draft and consult their department or unit members. By the end of this timeframe, department chairs or supervisors must submit, via email, their unit's feedback, suggested revisions, or confirmation of approval of the policy "as is" to the policy originator.
6. The policy originator or committee will proceed as follows:
   a. <u>If revisions were requested</u> by department chairs and/or supervisors, the policy originator or committee will have fifteen (15) working days to address the feedback or revision suggestions and return it to the department chairs and/or supervisors for final review.
      i. The department chairs and/or supervisors will then have ten (10) working days to submit final approvals and/or any final feedback to the committee chair and/or policy originator.
      ii. The policy originator or committee will then have ten (10) working days to submit all approvals, final feedback suggestions, and the revised policy draft to the Dean's Office for review.
   b. <u>If no revisions were requested</u> by department chairs and/or supervisors, the policy originator or committee will then have ten (10) working days to submit all approvals, feedback suggestions, and the policy draft to the Dean's Office for review.
7. The Dean will have fifteen (15) working days to review the policy draft and contact relevant parties regarding any questions, feedback, and/or revision requests.
   a. If the Dean determines <u>further revisions are necessary</u>, the policy draft will be returned to the policy originator or committee for final edits.
      i. The policy originator or committee will then have fifteen (15) working days to make any additional edits to the policy and return it to the Dean for final review.
      ii. Once consensus has been reached amongst the committee, the department chairs or supervisors, and the Dean, the Dean will then have ten (10) working days to submit the policy draft to the Chief of Staff and to General Counsel for administrative review.

b. If the Dean determines <u>no revisions are necessary</u>, the Dean will then have ten (10) working days to forward the policy draft to the Chief of Staff and to General Counsel for administrative review.

8. Once final approval is given by all necessary administrative levels (e.g., the Chief of Staff and General Counsel), the policy will be signed by the parties designated below (see "Approval Signatures Page") and distributed to all departments, supervisors, and relevant groups. A copy will be kept in the LAS policy repository.

Step 1-4	**Policy makers**

Step 5	**Chairs review & consult dept (15 days)**

Step 6	**Policy makers review (15 days 1st round; 10 days 2nd round)**	If revisions required →	**Chairs final review (10 days)**	Step 6a

Step 7	**Dean reviews (15 days 1st round; 10 days 2nd round)**	If revisions required →	**Policy makers review (15 days)**	Step 7a

Step 8	**Chief of Staff & General Counsel review**

In the event of a disagreement between departments or groups that cannot be resolved regarding LAS policy creation at any level in the above procedure or in the administration of the policy once it has been approved, the LAS Dean will make the final decision after consultation with appropriate representatives from within and outside of LAS. The Dean will provide to the committee and all

department chairs a brief rationale regarding which parties were consulted in the determination process and in the final decision.

FORMS/INSTRUCTIONS

Before drafting a new LAS policy, contact the Dean's Office for information regarding policies under construction or review, and those that have been approved. If it is determined that a new policy is needed, contact the Dean's office for the following documents:

- Policy Workflow (LAS)
- Approved Policy Template (NSC)

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Forms, general questions, & submission guidelines	Susan Gearling	(702) 992 - 2633	Susan.Gearling@nsc.edu
Once submitted	Jonathan Dunning	(702) 992 - 2658	Jonathan.Dunning@nsc.edu

RELATED INFORMATION

1. Before drafting an LAS-specific policy, consult the campus policy repository https://nsc.edu/college-policies/ and the LAS policy repository https://nsc.edu/academics/school-of-liberal-arts-and-sciences/#resources to make sure that such a policy or procedure does not already exist.

2. This Procedure for Policy Creation & Administration document will be reviewed as deemed necessary by the Dean's Office, and any significant changes to the policy made prior to the formal review must follow the procedure(s) outlined above.

HISTORY

Due to the rapid growth of LAS as well as the creation of new department structures under the 2020-2022 LAS Strategic Plan, it has become necessary to develop a policy that aligns LAS policy development efforts with those of the College as a whole. The creation of this policy workflow and procedures was undertaken in Spring 2020 by the Dean's Office and the Department Chairs, with final approval and implementation scheduled for Fall 2020.

APPROVAL SIGNATURES PAGE

Chair of Department of Business

Print Name: Neil Longley

Signature: *Neil Longley*

Date: 11 / 16 / 2020

	Denial	Approval	Approval w/ condition*
Recommendation (check one)	☐	☑	☐

Chair of Department of Humanities

Print Name: Adam Davis

Signature: *Adam Davis*

Date: 11 / 17 / 2020

	Denial	Approval	Approval w/ condition*
Recommendation (check one)	☐	☑	☐

Chair of Department of Physical & Life Sciences

Print Name: Bryan Sigel

Signature: *Bryan Sigel*

Date: 11 / 16 / 2020

	Denial	Approval	Approval w/ condition*
Recommendation (check one)	☐	☑	☐

Chair of Department of Social Sciences

Print Name: Shantal Marshall

Signature: *Shantal Marshall*

Date: 11 / 24 / 2020

	Denial	Approval	Approval w/ condition*
Recommendation (check one)	☐	☑	☐

Dean of Liberal Arts & Sciences

Print Name: Dorothy Campbell

Signature: *Dorothy Campbell*

Date: 11 / 16 / 2020

	Denial*	Approval
Final Decision	☐	☑

*Attach rationale for denial or conditional approval