

INSTITUTIONAL POLICY LIFE CYCLE: DEVELOPING POLICY AT NEVADA STATE UNIVERSITY

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This guide provides a detailed road map for Nevada State University community members to understand and participate in the institutional policy development process, ensuring clarity, inclusivity, and alignment with the university's mission and goals.

Email policy@nevadastate.edu with questions!

KEY TERMS AND DEFINITIONS

- **Policy:** A university-wide rule approved by the President to address operational, legal, or strategic needs. Includes procedures for implementation.
- **Procedure:** Instructions detailing how to implement and comply with a policy.
- **Department of Culture Planning & Policy (CPP):** Unit that facilitates policy development.
- **Policy Development Team (PDT):** A representative group led by an assigned Policy Development Lead (PDL) to draft and refine policies.
- **Institutional Policy Advisory Council (IPAC):** Advisory body providing policy recommendations to executive team to align with university goals.
- **Fast-Track Policy:** Expedited policy development process with altered timelines and steps to meet emergency or compliance needs.
- **Responsible Unit:** a single department, division, office or school that is designated to implement a specific policy upon approval.
- **Revisions: Substantial** changes alter the meaning or scope of an existing policy or procedure, **non-substantial** editorial or technical updates do not change the substance of the policy.

1 PRE-DEVELOP INITIATE



Any NSU community member with NSHE ID and portal access may identify the need for a new institutional policy or a change to existing policy and submit a Policy Initiation Request Form via the policy web page.

CPP receives Policy Initiation Request Forms and provides recommendations to IPAC.

IPAC recommends whether policy moves into development. If not recommended for development, provides an explanation.

CPP briefs the Executive Team on policies recommended or not recommended to enter development by IPAC.

NS Executive Team designates the Responsible Unit and assigns a PDL or provides an explanation if a recommendation is denied.

LAUNCH

CPP schedules a consultation with the PDL or Responsible Unit and supports them in assigning a policy category, code and title and the development of the PDT.

PDL invites elected governance groups,

school deans, and impacted groups to nominate PDT representatives.

2 DEVELOP DRAFT



PDL plans and facilitates PDT work sessions.

PDT drafts the policy and procedure using the institutional policy and procedure template, consults with legal counsel to ensure compliance, evaluates the Policy Impact Questionnaire throughout development, and involves impacted members and groups as needed.

EDIT

PDL completes the Policy Impact Questionnaire and submits draft to campus groups and other subject matter experts for feedback.

INITIAL REVIEW

IPAC reviews draft and Policy Impact Questionnaire, resubmits for revisions and provides updated draft to responsible Vice President.

Division Vice President/Provost presents draft to Executive Team for review, requests revisions or confirms draft as ready for the public comment period.

3 REVIEW AND APPROVE



PUBLIC COMMENT

CPP opens a public comment period for a minimum of 30 calendar days and informs the campus community.

Any NSU community member with an active NSHE ID and portal access may submit comments.

PDT tracks decisions to include/exclude feedback, documents justification and moves draft to finalization.

PDL emails final draft, Policy Impact Questionnaire, and Institutional Policy Review Routing Form (IPRRF) to Division Vice President/Provost.

Division Vice President/Provost brings draft to Executive Team for review, requests changes from the PDL or approves final draft and signs the IPRRF.

Elected Governance Groups independently facilitate feedback to the PDL, according to their standards.

PDL emails final draft to IPAC with edits, Policy Impact Questionnaire, and IPRRF.

IPAC evaluates final draft, requests any final changes and signs the IPRRF.

LEGAL REVIEW

PDL emails the final draft including changes, Policy Impact Questionnaire, and IPRRF to General Counsel.

General Counsel confirms legal sufficiency, requests changes if needed, and signs the IPRRF.

CPP provides final draft and IPRRF to all elected governance groups for their recommendation.

RECOMMEND

Elected Governance Groups facilitate recommendation according to their standards, indicating recommendation or abstention on IPRRF.

ADVANCE/DECIDE

Division Vice President/Provost considers elected governance group recommendations and provides final document to President for final approval.

President's Office provides final, signed policy document to CPP for posting.

4 IMPLEMENT DISTRIBUTE



CPP publishes the final policy to the policy webpage and notifies community.

Responsible Unit verifies the policy is published correctly and facilitates communication and related training.

5 MAINTAIN ENFORCE



Responsible Unit enforces policy.

REINITIATE

Responsible Unit submits a request to CPP to revise, suspend, or repeal a policy, as needed.

IPAC decides by majority vote if requested revisions are substantial or non-substantial.

SUSPEND OR REPEAL

Responsible Unit may submit a request to CPP to suspend or repeal a policy that becomes temporarily or permanently invalid, redundant, or otherwise unnecessary.

ARCHIVE

CPP documents and maintains current and historical versions of policies and related forms and makes them available to any community member upon request.

REVIEW CYCLE

CPP prompts review of all policies within four years of initial publication and every four years thereafter, within 18 months if the policy was not recommended by an elected governance group, or as needed in emergency situations.

FAST-TRACK POLICIES

- Policies may follow an expedited process for emergencies or compliance needs.
- Fast-track policies may have shortened timelines, altered steps, and smaller PDTs.



POLICY DEVELOPMENT TOOLS

1. **Policy Initiation Request Form:** Includes purpose, scope, and alignment with institutional goals.
2. **Institutional Policy and Procedure Template:** standardized format and policy content areas used to create consistent documents.
3. **Policy Impact Questionnaire:** Evaluates inclusivity, accessibility, efficiency, and alignment with the university's mission and goals.
4. **Institutional Policy Review Routing Form (IPRRF):** Tracks the policy's development and approval process.

Read GP 1 at nevadastate.edu/policy.