# NEVADA STATE POLICY DECISION MAKING CHECKLIST

## Alignment

Does this proposed policy:

- Support the University's mission and strategic initiatives;
- Apply campus-wide;
- Promote operational efficiency and effectiveness;
- Implement Nevada System of Higher Education (NSHE) policy; or
- Achieve compliance with laws, rules, regulations, or standards.

If the answer to any of these questions is no, consider revising the scope of your policy or generating a unit-level guideline instead.

- ☐ (move to review checklist)
- ☐ *Is the need or purpose of the policy clearly articulated?*
- ☐ *Is the new policy aligning with the College's mission?*

## Importance/Relevance

- ☐ What factors are driving the need for this policy?
- ☐ How does it support the mission?
- ☐ Who does it apply to?
- ☐ What best practices in this area exist among other higher education institutions that can be incorporated into this policy?
- ☐ What external discussions about this issue are happening in the community, state and national level?
- ☐
- ☐ *Are the factors driving the need for the policy clearly defined?*
- ☐ *Have best practices in this area among other higher education institutions been reviewed and incorporated into this policy?*
- ☐ *Does it connect the College to external discussions happening in the community, state and national level?*

## Value/Impact

- ☐ What value does this policy add to our students, faculty, administrative staff, and/or our service area?
- ☐ To what extent will the policy affect our students or employees? (e.g., specific categories of employee groups)?
- ☐ To what extent will the policy affect other university constituencies (e.g., alumni, vendors, visitors to the campus, etc.)?
- ☐ *Does this policy add value to our students, faculty, administrative staff, and/or our service area?*
- ☐ *Is the extent of affect*

## Return on Investment

- ☐ What are the anticipated returns on investment (ROI)—direct and indirect—generated from this new policy?
- ☐
- ☐ Can the opportunity or initiative compliment other college activities?
- ☐ Can it help meet other interests or grant obligations, generate visibility, or enable us to cultivate new partnerships?
- ☐ Would it enhance Nevada State's positioning and comparative advantage?
- ☐ *Does the stated ROI warrant the time and effort required to implement this policy?*

## Risk and Compliance

- ☐ Does the proposed policy or bylaw:
  - a. Comply with federal and state laws, rules and regulations?
  - b. Comply with Board of Regents' (BOR) policies and UNLV Bylaws?
  - c. Comply with Presidential delegations of authority?

d. Impact existing policies or bylaws, procedures, forms (BOR, Senate)?
e. Impact other relevant areas?
- ☐ 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?
- ☐ What are the relevant risk factors identified (such as legal, behavioral, financial, health and safety, reputational, management and operations)?
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  - o *Impact other relevant areas?*
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## Priorities
- ☐ Can the new opportunity or initiative be added without undermining the quality of our core programs and services?
- ☐ To what extent could it possibly enhance our current core work?

## Partners
- ☐ If the opportunity or initiative involves a partnership or collaboration, is there a match between missions? What are the pros and cons of this relationship?
- ☐ Are these individuals with whom we want to work in the future?
- ☐ Will this relationship protect or advance our reputation and vision?

## Funding
- ☐ 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?

## Politics
- ☐ Does the opportunity or initiative put us into the political or ideology fray?
- ☐ Do we know enough about the politics to be able to handle ourselves competently with savvy? Can we find out?
- ☐ Can we execute a politically or ideologically charged project or initiative without risking our reputation and credibility?

## Staff Time
- ☐ Do we have staff time to take on the work? Which staff will be impacted, and at what time of the year?
- ☐ Do we need to make "time" to accomplish this policy?

## Policy Development
- ☐ 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?
- ☐ Has the need for consequences for not abiding by the policy been considered for inclusion?

## Implementation & Review
- ☐ By what date must this policy be implemented? (if applicable)
- ☐ What targeted communications and training activities will be needed to build awareness and enable effective implementation of the policy, if applicable?