

Meharry Medical College's Policy Development Process

Propose : The sponsoring department develops, drafts, and edits their respective policy.

Submission: The department submits the final version of the policy in the official template, accompanying a Policy Summary Form to the Office of General Counsel for consideration to the Policy Review Board.

Review: Each year or every six months the policy is reviewed by the respective departments for any revisions, updates, or changes.

Evaluation: The submitted version is presented to the Policy Review Board. The Board either approves and sends to the President, or resubmits to the department for further edits.

Promulgate: Once approved and signed by the President, the policy is published, posted, and made public by the Office of General Counsel.

Approve and Sign: Once approved by the Policy Review Board, the Board then submits the policy to the President.

