



POLICIES

Effective Date: May 1, 2008

Retired:

Revised: February 21, 2013

Approved by: A.CHERRIE EPPS, PH.D., PRESIDENT AND CEO

Subject: General Counsel - Policy on Policy Development

PURPOSE: To establish a standard policy format and review process for policies with College wide application and to make policies accessible to the College community.

POLICY STATEMENT: All policies with College wide application or impact shall be developed, reviewed and managed in accordance with the process outlined within this policy. All policies within the scope of this document shall be maintained by the Office of General Counsel and made accessible to the College community.

DEFINITIONS:

Policy Review Board

The Policy Review Board is a body of no more than seven and no fewer than three members appointed by the President to meet at least twice annually to review and make recommendations to the President on policies within the scope of this policy. The Office of General Counsel will provide the administrative staff support for the Policy Review Board.

PROCEDURE:

PROPOSING A POLICY

Any individual who identifies a need for a new policy or revision to an existing policy shall submit to a member of the management of their department the proposed policy, justification for the need and defined objectives. The responsible Division Manager shall submit a draft of the policy and a completed, signed Policy Proposal Summary to the Office of General Counsel for review and presentation to the Policy Review Board. If the Policy Review Board gives final approval to the proposed policy, it shall be presented to the President for his approval, the date of which will serve as the date of Approval for the policy. The Office of General Counsel will be responsible for official posting of the policy.

REVISING AN EXISTING POLICY

Revisions to current policies may be initiated by the Policy Review Board or any individual who identifies a need to revise a policy. Proposed revisions to an existing policy that will result in significant changes to the principles, substance, or procedures shall be reviewed by a Division Manager and submitted to the Office



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of General Counsel for presentation to the Policy Review Board consistent with the procedure for proposed new policies. If the Policy Review Board and the President approve the proposed revisions, the date of the President's approval shall be entered as the date the policy was Revised. Superseded/ revised policies shall be maintained by the Office of General Counsel to preserve the policy development history.

CORRECTIONS TO AN EXISTING POLICY

Requests for minor corrections to existing policies shall be submitted to the Office of General Counsel and shall include the specific change necessary to update or correct the policy.

RETIRING A POLICY

On its own initiative or by written request of a Division Manager, the Policy Review Board will evaluate a request that an existing policy be retired. The request shall state the justification for retirement of the policy and be submitted to the Office of General Counsel for presentation to the Policy Review Board. The Policy Review Board shall review and process requests for retirement of policies, making a final recommendation to the President. The date the President approves of retirement shall serve as the Date of Retirement. Retired policies shall be maintained by the Office of General Counsel.

COMMUNICATING & TRAINING

The Office of General Counsel will issue an announcement to the College community of a new or substantially revised policy and submit the policy to the Office of Information Technology for posting on the College website. The date of the policy announcement shall be the Effective Date of the policy unless otherwise determined by the Policy Review Board or the President. The responsible office will coordinate any necessary training and ongoing communication required by the policy.

EXHIBITS:

- A. Policy Summary Form
- B. Official College Policy Template



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Exhibit A

**MEHARRY MEDICAL COLLEGE
POLICY SUMMARY FORM**

To initiate the process for proposing a substantive change to an existing policy or submitting a new policy, the responsible office representative must submit the proposed policy and this completed Policy Summary Form which will guide the Policy Review Board as it reviews the proposed policy. The Policy Review Board, through the Office of General Counsel, will advise the responsible executive and responsible office of when the Policy Review Board will meet to review the proposal and may invite a representative from the proposing office to attend the meeting.

The completed Policy Summary Form should be submitted to the Policy Review Board through the Office of General Counsel to begin the policy proposal process.

Any questions related to the completion of this form or the process for policy approval should be directed to the Office of General Counsel, 327-6102.

DATE SUBMITTED: _____

RESPONSIBLE OFFICE: _____

PERSON SUBMITTING: _____

NOTE: The text below is intended to provide guidance for information needed in each section.

I. Background

State whether the proposal is for a new policy or substantive change to existing policy.

State any specific occurrence or condition that makes the policy necessary.

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Identify a problem the policy is designed to solve and state how the policy will address the problem.

II. Policy Statement

State the policy.

III. Justification for Policy

State what legal, regulatory, financial, operational, accreditation, technological, and/or social requirements this policy addresses.

Identify what improvements or added value the policy will bring to the College.

IV. Overview of Policy Content

Generally outline the procedures the policy requires of the College community to be in compliance.

V. Entities, Offices, and Other Meharry Members Affected By This Policy

Identify the areas that will be directly involved in the process outlined by the policy.

VI. Impact on the College

Identify what resources (human, financial, physical, operational, technological, and other) will be needed to implement and maintain compliance with the policy.

VII. Stakeholders Who Will Be Consulted in Developing the Policy

List the College stakeholders most affected by the policy that you will consult in formulating the policy.



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Consider the following:

- Internal Audit
- Office of General Counsel
- Deans Offices
- College business officers
- Human Resources
- Metro Nashville General Hospital

VIII. Timing Requirements

List any relevant deadlines that should be met.



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Exhibit B

**MEHARRY MEDICAL COLLEGE
POLICY TEMPLATE**

The following are minimal components of a policy. Additional sections may be included, with sub-headings in all caps and bold, consistent with the format provided.

PURPOSE:

POLICY STATEMENT:

DEFINITIONS:

PROCEDURE:

EXHIBITS: