



Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

Policy Title: Policy Approval and Distribution Policy

Policy Number: EC.00.01.17031

Applies to: WSU Elson S. Floyd College of Medicine Policies, procedures, and advisory guidelines related to academic and administrative policies that are implemented college wide.

Date: 08/13/2019

1.0 Policy Introduction

It is the Elson S. Floyd College of Medicine policy that College of Medicine policies and procedures are to be appropriately approved, published, and distributed in designated and authorized publications and web locations. This policy outlines the drafting, review, approval, and distribution processes for the College of Medicine academic and administrative policies.

1.0a. College of Medicine personnel are to obtain appropriate approvals prior to publication of the College of Medicine policies and procedures.

1.0b. College of Medicine policies are to be consistent with provisions of the Washington Administrative Code and the Revised Code of Washington, WSU Executive Policy #5 *Policy Approval and Distribution*, and the College of Medicine Bylaws for faculty participation in the leadership of the college.

1.0c. College of Medicine policies, procedures, and guidelines are to be published and distributed in designated and approved publications and approved web locations.

1.0d. Guidelines that do not apply college-wide and supplement College of Medicine policies, procedures, and guidelines may be published and distributed by departmental or campus websites, with appropriate approval.

1.0e. Final approval body for all College of Medicine MD Program policies and other policies and guidelines that apply college-wide is the College of Medicine Executive Cabinet.

1.0f. Policies for the Departments of Nutrition and Exercise Physiology, Speech and Hearing Sciences, Graduate Medical Education and Research are responsible for submitting proposed new guidelines, policies or changes to current policies for their units to the College of Medicine Policy Working Group of the Executive Cabinet for review prior to finalization. These departments are exempt from the approval process described in this college-wide College of Medicine Policy Approval and Distribution Policy.

Policy Approval and Distribution Policy

2.0 Definitions

Policy: A policy is a plan or general course of action intended to influence and determine decisions, actions and other matters. A policy seeks to maintain compliance with the applicable accreditation standards of the Liaison Committee on Medical Education, and with applicable laws and regulations. Policies promote operational efficiencies and the College of Medicine’s mission, and/or reduces risk to the institution.

Procedure: A procedure is an established method of implementing a College of Medicine policy.

Advisory Guideline: An advisory guideline provides a recommended, but not required, method for implementing an administrative process or criteria by which decisions or processes are determined.

3.0 Responsible Office/Unit

Document Preparation: The office that implements and administers the policy/procedure, or the respective Standing Committee of the Faculty Council, prepare the policy draft in accordance with the requirements of the College of Medicine Policy Approval and Distribution Policy.

Required Format: The required format for policy and procedure statements includes the elements as found in the Policy Template found at <https://medicine.wsu.edu/md-program/accreditation/policies/>.

Required Format: The required format for guidelines includes the elements as found in the Guidelines Template found at <https://medicine.wsu.edu/md-program/accreditation/guidelines/>.

Procedures, Records, and Forms: The College of Medicine Office of Compliance manages a central policies website and coordinates the publication of all items included on the website. This office also drafts and edits the college Academic Policies and Procedures Manual.

Responsible Designee: A College of Medicine Vice Dean may designate a subordinate to approve policies or a specified subset of policies by sending a signed memorandum to the college Office of Compliance. The named “Designee” shall have the administrative title of Associate or Assistant Dean, or Director. Such a designation remains in effect until the Vice Dean or designee no longer occupy the position held at the time of designation, or until rescinded by the Vice Dean. The responsible designee reviews policy statements and forwards them to the responsible Vice Dean for approval. Upon such initial approval, the

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Vice Dean sends the policy draft to the respective Standing Committee for discussion, vote and preliminary approval.

The College of Medicine Faculty Council Executive Committee (FCEC): The FCEC approves policies referred to it by the Standing Committees and administrative offices that are not represented by a standing committee.

4.0 Procedures

Determination of Need and Analysis/Drafting

Usually the administrative office responsible for implementing and administering the policy/procedure analyzes the issues and conceptualizes the substance of the policy/procedure. Policy drafting may originate within a *functional* office administered by an individual with an administrative title of Associate or Assistant Dean or Director, or by a Standing Committee.

Approval to Proceed

Before proceeding further with policy development, the implementing office routes a summary of the proposal with a needs analysis to the responsible Vice Dean or Standing Committee (as applicable), through the responsible designee. The Vice Dean determines whether or not policy development will proceed. NOTE: This step is not required for draft proposals that do not include major (college-wide) policy statements.

Draft Preparation

The administrative office or Standing Committee, where the policy draft originated, routes the first draft to the constituencies immediately involved or affected by the proposed policy.

Preliminary Review/Approval

Responsible Designee: All constituents' input, together with the draft policy, is routed to the responsible designee within the administrative office of implementation. The Designee may take one of the following actions regarding the proposed policy:

- Route the draft back to the administrative office or Standing Committee noting that the policy is not to be considered further.
- Route the draft back to the administrative office or Standing Committee for further analysis, for consideration of other options, or redrafting.
- Forward the draft policy to the respective Vice Dean for further action (e.g., submission to a Standing Committee or College Executive Cabinet, as appropriate).

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Final Approvals

Procedures: A Designee may approve minor *procedural* statements or changes. However, procedures with broad impact and scope (i.e., college-wide) should be approved by the responsible Vice Dean.

Policies: Policy Statements and policy changes are routed for approval per flowchart (attached). The Vice Dean approves the proposal and submits it to the respective Standing Committee. The Standing Committee submits their recommendations to the College Executive Cabinet for final approval.

Comments: When a policy draft is forwarded for approval, it should include the reviewer's comments, as well as comments from a 10-day public posting.

Reviewers' Considerations: Reviewers are to consider a draft's consistency with college priorities and directions, impact on operations, ease of administration, provisions of the Washington Administrative Code and the Revised Code of Washington, WSU Executive Policy #5 *Policy Approval and Distribution*, and the College of Medicine Bylaws for faculty participation in the leadership of the college.

Notification of Decisions: The responsible Vice Dean informs reviewing and implementing organizations of the College Executive Cabinet's decisions regarding the proposal.

Implementation

After final approval, the policy is implemented and distributed in accordance with distribution requirements described below.

Distribution

After the proposed policy/procedure is approved, the responsible administrative office ensures that the document is published in the appropriate approved college publication and/or website.

Approved Publications and Website

Approved publications/website for posting of College of Medicine policies and procedures:

WSU Academic Catalog

College of Medicine Student Handbook

College of Medicine Academic Policies Manual

College of Medicine Policy Website <https://medicine.wsu.edu/md-program/accreditation/policies/>

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Department websites should link to official college policy/procedure websites when references are required.

Reviews Follow the procedures indicated above when reviewing and revising policies and procedures. Maintain the original policy number and list the review in the table history found in 7.0.

Review of Existing Policies and Procedures

The Vice Dean or the Standing Committee where the policy/procedure originated is responsible for ensuring that a policy/procedure document reflects current practices. Policies are to be reviewed at least once every three years and should be updated as necessary in alignment with the procedures provided above. The College of Medicine Office of Compliance shall track and notify appropriate parties of the need for policy/procedure review.

Retention of Superseded Policies and Procedures

The issuing administrative office or Standing Committee is responsible for retaining policies and procedures for at least six years after they are superseded.

5.0 Related Polices and Bylaws

Washington State University Executive Policy Manual, Executive Policy #5
Revision Approved September 25, 2014
Faculty Bylaws of the Elson S. Floyd College of Medicine,
Revised on March 9, 2019.

6.0 Key Search Words

Policy, guidelines, procedures, approval
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7.0

Review History

Original Approval	Policy number	Review Approval Date
1/31/2017	EC.00.01.170131	08/13/ 2019

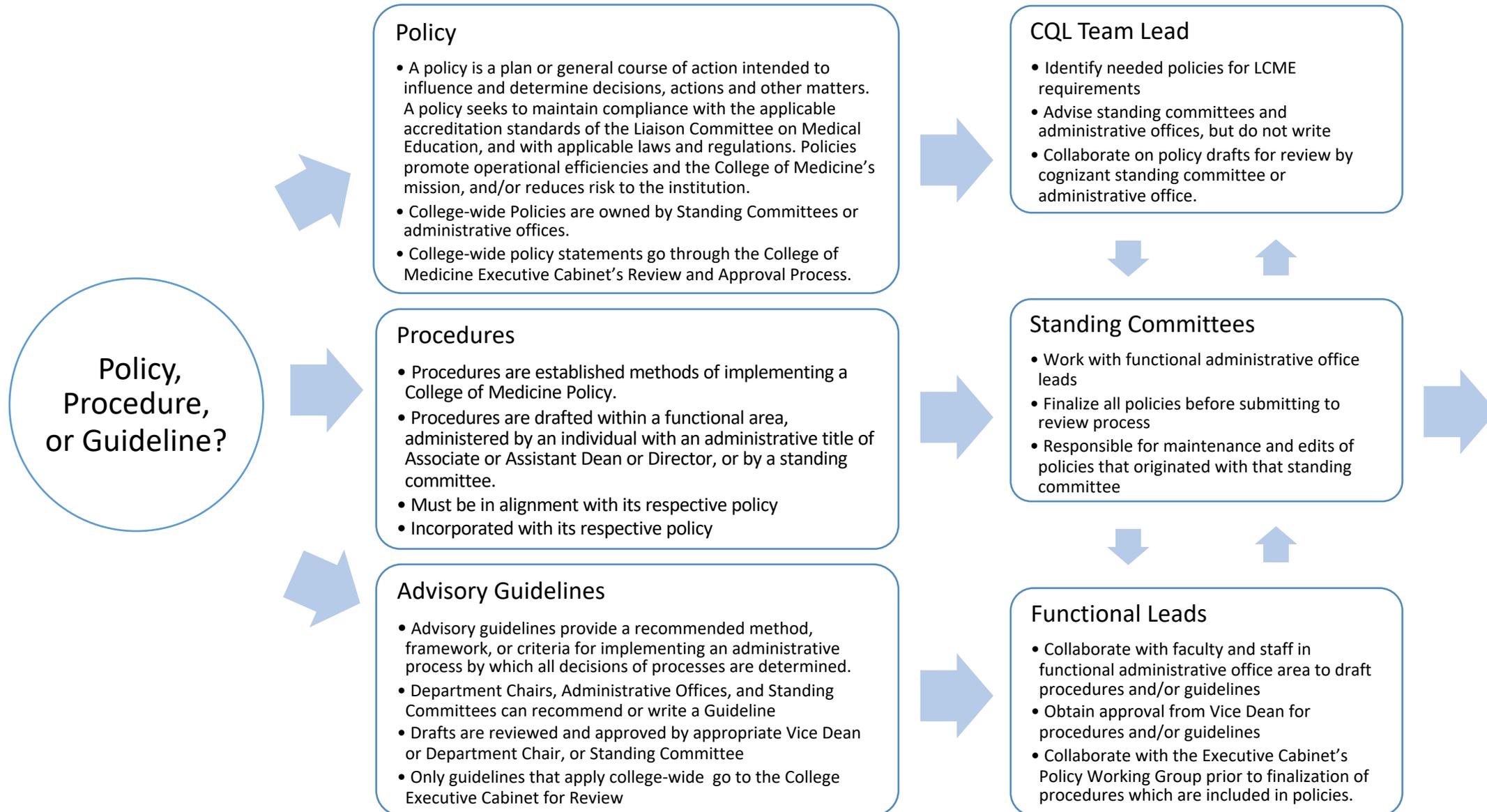
Responsible Office: Office of the Founding Dean

Policy Contact: The Dean of the Elson S. Floyd College of Medicine

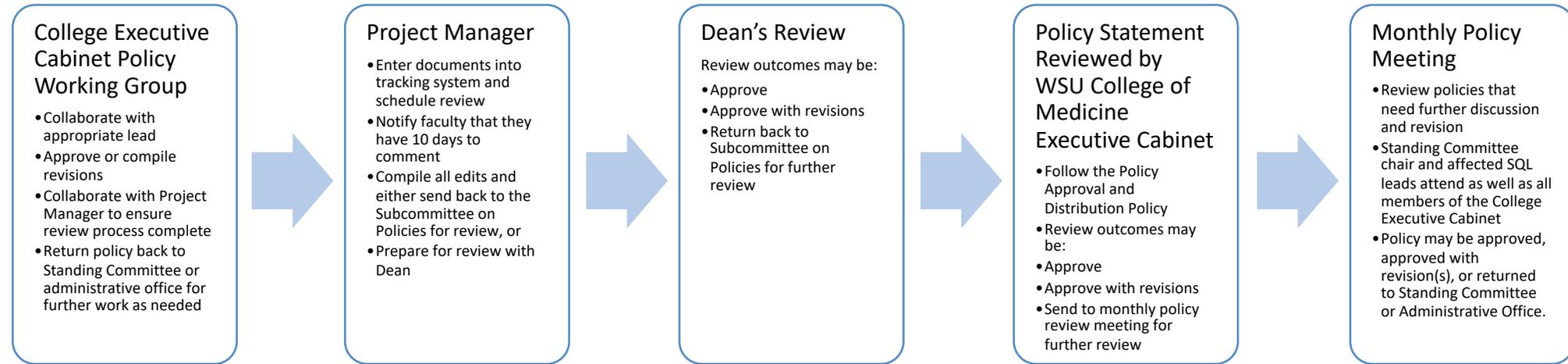
Supersedes: Policy Approved 1/31/2017

Attachment: Policy review flowchart

WSU College of Medicine Policies, Procedures, and Guidelines



College Executive Cabinet Policy Review and Approval Process



Executive Cabinet and the Standing Committees: Admissions, Curriculum, Equity, FRPT, Scholarship and SEPAC.

Project Manager: TBD
IT Infrastructure: Erika Fleck
Workflow Model: Erika Fleck

College Policy Working Group members are: Farion Williams, Chair, Gail Chermak, Mary Ann Clemens, Jonathan Espenschied, Jaime Bowman.



POLICY TEMPLATE

Policy Title: Insert Policy Title

Policy Number: Assigned Number

Applies to: Specify to whom the policy applies

Date: Use date of final approval

1.0 Policy Statement:

A policy is a plan or general course of action intended to influence and determine decisions, actions and other matters. A policy seeks to maintain compliance with the applicable accreditation standards of the Liaison Committee on Medical Education, and with applicable laws and regulations. Policies promote operational efficiencies and the Elson S. Floyd College of Medicine’s mission, and/or reduce risk to the institution.

All Policy statements should start with “It is the Elson S. Floyd College of Medicine policy that...”

2.0 Definitions

Include definitions of any terms that could be subject to interpretation, have specific meaning in the context, or are not defined by an ordinary dictionary (e.g., Webster’s). Do not use acronyms or abbreviations.

3.0 Responsibilities

List the title of the person responsible for Policy implementation.

4.0 Procedures

Describe, in a short paragraph, the overall objectives, functions and/or tasks that the procedure is designed to accomplish and the circumstances under which the procedure should be followed.

Provide the reader with the critical “how to” information in an easily readable format such as the steps required, a checklist, decision tree, and/or a diagram of the transaction flow.

Insert links to any forms or documents integral to the execution of the policy.

5.0 Related Policies

Elson S. Floyd College of Medicine Policy Approval and Distribution Policy.

EC.00.01.170131

Policy Title Date:

6.0 Key Search Words

Template (insert words that will help users search for this policy)

7.0 Review and Revision History

Original Approval	Policy number	Review/Revision

Responsible Office: Insert Title only of responsible Vice Dean.

Policy Contact: Insert primary policy contact information (administrative office and officer title)

Supersedes: Insert title(s) and date(s) of superseded policies or show if not applicable with N/A