

Policy on the Development, Issuance and Maintenance of Policies

Owner Department: Office of the Dean

Owner: Dean Carle Illinois College of Medicine

Affected Department(s) or Parties: All Carle Illinois Faculty and Staff

Effective Date: June 20, 2019

Revision Date: December 16, 2021

Next Review Date: December 16, 2024

Policy Number: FS-5

I. Purpose

Pursuant to the Bylaws of the Carle Illinois College of Medicine (Carle Illinois), the College's Dean has general control and supervision over all matters pertaining to the College and its activities, subject to the advice and approval of the Board of Trustees. The purpose of this policy is to provide for a uniform standardized approval process and procedure for the development, issuance and maintenance of all policies of Carle Illinois to assure consistency, compliance with law, communication with the College community and effective updating.

II. Policy

It is the policy of Carle Illinois that all policies be developed, issued and maintained in accordance with the uniform standardized approval process and procedures provided herein for drafting, revising, approving, withdrawing, and promulgating policies. It is also the policy of Carle Illinois to maintain policies electronically in a central policy database on its policies website and to disseminate such policies as applicable within the College to ensure wide circulation. Furthermore, it is the policy of Carle Illinois that all policies are subject to change at any time, with or without notice, since policies constitute evolving and dynamic documents.

III. Scope

This policy applies to all administrators, faculty, staff, students, visitors and others who come in contact with the College.

IV. Definitions

Policy: A policy is a written plan or set of principles that is officially and formally established and required to be followed in conducting College business. A policy may have general broad applicability or it may apply only within a school, a center or institute. Departmental or divisional procedures and guidelines, although useful and important, do not meet these criteria and therefore are not considered policies nor can they be in conflict with a policy. A policy may ensure compliance with applicable laws, regulations or standards, relate to furtherance of the College's mission, establish governance, operational, administrative or financial policies, or set limits within which people are required to operate.

Owner Department: The College office responsible for initiating, drafting, implementing, maintaining, revising or withdrawing a specific College policy under the direction of the Owner.

Owner: The individual responsible for implementing and coordinating the College Policy involved.

Governing Body: The group responsible for initiating, drafting, maintaining, revising or withdrawing a specific College policy under the direction of the Owner.

Effective Date: The date specified that the policy is in effect.

Next Review Date: A full review should occur every 3 years even if revisions and updates have occurred since the last full review.

V. Policy Principles

The following principles shall be followed:

All policies of the College must be approved by the relevant Governing Body, acting on behalf of the Faculty. The Faculty Executive Committee will also review policies and may provide advice to the Owner and Governing Body regarding them, but the Executive Committee does not approve the policies.

1. The process for the formulation and maintenance of College policies under this policy is administered by the Dean's Office.
2. All College policies shall be developed or revised in the standard format set forth in the Appendix and consistent with the procedural requirements contained in this policy.
3. All College policies shall be electronically posted on-line on the College's

document library and such electronic on-line policies shall be the official policies of the College. Duplicate copies of the official College policy texts are not permitted in websites or other electronic documents; direct links to the official on-line policy library will be used.

4. All College policies shall be reviewed every three (3) years by the Governing Body unless amendments or updates are required sooner.
5. All College policies shall supersede and prevail in the event of a conflict between a College policy and a department level procedure and/or guideline.
6. All department procedures, practices and guidelines shall be consistent with and not expand the obligations of the College under College policies without the express written approval of the Dean.

VI. Development and Management of College Policies

College policies (including modifications to existing policies) are reviewed by and approved by the relevant Governing Body. The principal responsibility for proposing new College policies, proposing amendments or modifications of existing College policies and updating existing College policies rests with the applicable Governing Body. The Faculty Executive Committee will periodically review policies and may advise the Owner and Governing Body about them; the Executive Committee does not approve the policies.

The Governing Body, or the Owner on behalf of the Governing Body, shall prepare a draft policy, which shall be circulated for the review and comment and ultimately voted on by the Governing Body. The draft policy will utilize the policy template outlined in the appendix to this document, be fully proofed by its author, and have updates to revised policy language displayed with track changes before it is voted on by the Governing Body.

The Governing Body will take a formal vote to approve or reject the new or revised policy. In the event of the policy's approval by the Governing Body, it shall be the responsibility of the Dean's Office to promulgate the policy and to ensure its posting electronically in the College's document library. The Dean's Office is authorized to correct any non-substantive errors (such as typographical or format errors) in the final policy document without further approval by any committee.

VII. Policy Management and Responsibilities

The Owner Department under this policy is the Dean's Office. The Owner under this policy is the Dean.

Questions relating to the implementation of this policy are to be directed to the

Dean's Office.

Governing Body: Executive Leadership Team

History:

Created: June 20, 2019

Revised: December 16, 2021, update to reflect recent faculty bylaw updates.

Approved By/Date: Executive Leadership Team, June 20, 2019

Executive Leadership Team, December 16, 2021