

**BURRELL COLLEGE  
OF OSTEOPATHIC MEDICINE  
POLICY MANUAL**

SECTION: General Administrative

BCOM Policy 2001

TOPIC: Creation, Modification & Maintenance of Policies

Approval Date: 01/13/17

Revised/Effective Date:  
01/2017, 10/12/17, 9/26/18

Approved: Signature on File  
President

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**POLICY**

The development and maintenance of policy and procedures within BCOM shall include the review and recommendation of representatives to the Dean/Chief Academic Officer and the President. A Policy and Procedure (P&P) Committee has been established under the authority of the President and Dean/Chief Academic Officer to fulfill this objective.

The P&P Committee is charged to perform three primary functions: (a) to serve as an advisory body; (b) to ensure that both policies and procedures are thoroughly vetted, approved and disseminated according to this procedure, effectively communicated to College stakeholders, and periodically reviewed for modification and maintenance; and (c) to oversee the development and effective dissemination of procedural manuals which are not in conflict with approved policy, but rather support compliance with policy and good operating practices. Any College stakeholder or RPO may approach the P&P Committee with a request for a policy or procedure to be reviewed in accordance with the guidelines in this document.

Membership and chairmanship of the P&P Committee is assigned by the President and Dean/Chief Academic Officer, as needed. Representatives from major divisions within the College are consulted by the P&P Committee according to the policy category and impact of the policy on a particular division.

**RESPONSIBLE POLICY OFFICIAL(S)**

The Responsible Policy Official(s) for any policy includes the President, Dean/Chief Academic Officer (CAO), and any employee specifically delegated by these individuals to oversee the development and administration of policies.

**DEFINITIONS**

Responsible Policy Official (RPO): The administrator assigned under a policy to coordinate the development, modification, review and elimination of policies and procedures within an assigned area of responsibility. The RPO acts under authority delegated from the Board of Trustees to the President and Dean/Chief Academic Officer to the RPO.

**PROCEDURES**

**Policy Creation and Development**

A policy may be initiated by a Responsible Policy Official with the authority and responsibility for the subject area addressed within the policy. The matrix below shows the designation of Responsible Policy Officials:

<b>Policy Category</b>	<b>Responsible Policy Official</b>
Board	President and/or Dean/CAO or Executive Assistant
General Administration	President and/or Dean/CAO or Chief Financial Officer
Business	Chief Financial Officer
Human Resources	Director of Human Resources
Student Administration	Senior Associate Dean of Academic Affairs/Senior Associate Dean of Clinical Education/Associate Dean of Student Affairs/ or VP of Enrollment Services
Academic Policies	Academic Affairs Dean/Representative
Research & Scholarly Activity	Director of Research & Scholarly Activity/Representative
Financial Aid	Director of Financial Aid or VP of Enrollment Services

BCOM stakeholders may propose certain policy development or modification to a Responsible Policy Official, but are not authorized to proceed further in policy development outside of the process identified in this document. The Responsible Policy Official will supervise the development and composition of the policy, and may designate and authorize others to assist. To develop a new policy, the Responsible Policy Official, working with appropriate stakeholders, creates the formatted policy document and submits a draft version for review to the P&P Committee with a completed Policy Administration Approval Routing Form (<https://bcomnm.org/faculty-staff/forms/>). The P&P Committee will determine whether the draft policy has been vetted appropriately and is not in conflict with existing policies and/or procedures. The P&P will then make a recommendation and, if approved, move the draft policy forward to the Dean/CAO, President, and/or the Board of Trustees for final approval. For example, an Academic Policy would be initiated by the Associate Dean of Academic Affairs, and circulated to the Faculty Council for their review and discussion, then to the Policy and Procedure (P&P) Committee, and finally to the Dean/CAO, President, and/or Board of Trustees for final approval. In developing or amending a policy, the Responsible Policy Official will confer with other College personnel who may be significantly affected by the policy, or who have relevant expertise in the subject matter. Responsible Policy Officials may consult with the President and/or the Dean/CAO, and, as permitted and necessary, the College's external legal resources, at any stage in the development process and in interpreting policies that have been adopted.

Draft policies will be labeled as drafts, and circulated as such, until a final version is agreed upon and circulated for final recommendation and approval signatures. Any comments or additional recommendations for change made during the review process will require that the policy be rerouted for approval. No policy is finalized until the final level of approval. Control of documentation of approval of policy is delegated to the Executive Assistant to the President and Chief Academic Officer.

The Executive Assistant, or designate, ensures that the approved policy is posted on the BCOM website and retains an electronic and hard copy of the original policy document in secure locations. The approved policy will also be presented to the Executive Committee for acknowledgement.

All stakeholders will be advised timely when policies are available on the BCOM website by the Executive Assistant, or designate.

### **Maintenance and Revision of Policies**

All policies will be reviewed on an annual basis to ensure that they are applicable and correct. The review process is initiated by the Policy Committee Chairperson, using the Policy Administration Approval Routing Form (<https://bcomnm.org/faculty-staff/forms/>) and checking the box marked "Periodic Review." The document will be circulated to the appropriate personnel for review, and reviewers will make changes, as necessary and appropriate, on the circulated copy, and return the form to the Responsible Policy Official; this includes policies deemed to be retired/deleted.

If necessary, the Executive Assistant will initiate a revision of the policy, as described above in "Revising Policies", and a copy of the Policy revision will be circulated for final approval, as per the protocol described above.

### **Revising Existing Policies**

An existing policy that requires updating/revision must be accompanied with a Policy Review/Approval Form. A working copy of the existing policy can be obtained by e-mailing the Executive Assistant. A working copy of the policy will be provided, noted as draft, dated and the name/initials of the person requesting the copy. The recommended revisions will also be "tracked" so that changes are evident to the reviewers.

### **Timeline for Policy Review**

It is the goal of this procedure that each policy proposed by a Responsible Policy Official will not remain in the review process longer than 60 days. The review process is summarized below, with a schedule in support of this goal. In all cases, the approving office will rely upon the negative assurance of the reviewing bodies: failure to request more time for review prior to the end of the allotted scheduled time will be taken as assent with the last proposed policy draft by the approver.

- P&P Committee review of documents submitted by Responsible Policy Official: 10 business days
- Responsible Policy Official revision of documents based upon P&P Committee recommendations, including returning to advisory groups for reworking of document: 10 business days

- P&P Committee review of resubmitted documents: 5 business days
- Approver review of documents with P&P Committee recommendations: 3 business days
- Second-level approver review of documents: 3 business days

### **Effective Date**

All approved policies and procedures will have an effective date deemed to be in the best interests of BCOM by the President and Dean/Chief Academic Officer.

### **Policy Format**

Each policy description will contain the following sections, in the following order, as appropriate:

#### **POLICY:**

The Policy section describes the policy, outlines any specific, policy-related procedures, and the operational steps required to conform to the policy.

#### **RESPONSIBLE POLICY OFFICIAL(S):**

The Responsible Policy Official(s) section identifies the employee who has official responsibility for the policy.

#### **DEFINITIONS (if applicable):**

The Definition section states the precise meaning of specific terminology used in the policy document.

#### **PROCEDURES:**

**If applicable, outline specific procedures related to the policy.**

#### **CROSS REFERENCE:**

Supporting documentation or forms referenced in a policy will be listed and/or linked as appropriate.

### **Recommendations and Approvals**

Each policy draft will pass through a series of review steps, outlined in this document, prior to being presented for approval by Chief Academic Officer, Chief Executive Officer, and/or Board of Trustees. The P&P Committee will forward a policy with one of three recommendations, to which comments may be appended: (a) recommend approval, (b) recommend approval with modifications as submitted, and (c) recommend disapproval. The full recommendation packet of documentation will be forwarded to the designated approvers (Dean, President, and/or Board of Trustees) as supporting information.

### **Policy Coding**

Policies will be numbered using a four-digit consecutive number with the first digit representing the Policy category and the last three digits a sequential number of the Policy in that category. Subsections may be created within categories as necessary.

College policies will be classified within one of the following numbered categories:

1000	Board Policies
2000	General Administration Policies
3000	Student Administration Policies
4000	Human Resources Policies and Procedures
5000	Business Policies
6000	Academic Policies
7000	Research and Scholarly Activity Policies
8000	Ancillary Operations
9000	Financial Aid Policies

Policies will be categorized by the final level of approval required: Institutional and Departmental. Board Policies (category 1000 which are considered institutional), require Board of Trustees approval. All other policies are departmental. General Administration Policies (category 2000), Student Administration Policies (3000), Human Resource Policies and Procedures (4000), Business Policies (5000) and Financial Aid Policies (9000) require the President's approval; and Academic Policies (6000) and Research Policies 7000) require the Chief Academic Officer's approval, as outlined in [Policy Authority](#) .

**CROSS REFERENCE:**

Policy Administration Approval Routing Form <https://bcomnm.org/faculty-staff/forms/>