

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Board Policies

BCOM Policy 1003

TOPIC: Policy Authority

Approval Date: 12/21/2016

Effective Date: 12/21/2016

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Approved: *Signature on File*

The Burrell College of Osteopathic Medicine (“the BCOM”) Board of Trustees Bylaws delegate certain governance responsibilities from the ownership (“Corporation”) and Corporation’s Board of Managers to the BCOM’s Board of Trustees as set forth in the BCOM’s Board of Trustees Bylaws.

Timely policy implementation is needed for the sound management of the College. The College has an orderly process for the development and implementation of policy, which includes internal committee review prior to final approval. The goal of this policy is to provide effective oversight of policy development, while encouraging its timely implementation.

The Board of Trustees, in its Bylaws, has delegated authority to the Chief Executive Officer of the BCOM (the President/CEO) the authority to approve and put into action all departmental policies and procedures. Board-level review and approval is required for institutional-level policies, and those departmental policies which the President/CEO, in his/her professional judgment, elects to bring before the Board of Trustees.

In general, all approved institutional-level policies will become effective at the start of the following academic year. In the interest of efficient operations, by way of this policy, the Board of Trustees has delegated to the President/CEO the authority to put institutional-level policies into practice prior to the formal approval of the Board, should the President deem it necessary to implement a policy outside of this annual cycle, in the best interests of the BCOM, and seek Board approval after-the-fact.

All such institutional-level policies will be submitted to the Board under a consent agenda item quarterly, for approval. Only after full Board approval will the College post the policies as Board-approved. Policies modified by Board action will be immediately modified in College records and operations to recognize the Board’s action. All new departmental policies and procedures will be referenced as an informational item for Board review. At any time, a Board member may request that any policy may be moved from the consent agenda or the informational item agenda to the status of an action item for the Board.