

NUMBER 1.1**DATE: 8/15/2007****REVISION: 05/19/2011****PAGE: 1 of 4**

SECTION: Organization**AREA: Policy Administration****SUBJECT: Campus Policy Development Process**

PURPOSE

To establish the procedures that govern the review and approval of new policies; the revision of current policies; and the elimination of campus policies contained in the University of Arkansas for Medical Sciences' **Administrative Guide** to Policies and Procedures.

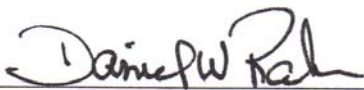
POLICY

All new campus policies, revisions to current policies or elimination of policies must be approved by the Chancellor or his designee.

PROCEDURES

- 1) The need for new campus policies, revisions to current policies, or elimination of policies from the Guide will normally be identified by the division/department or committee responsible for the affected area. Other persons who wish to propose a change should confer with the division/department or committee for the affected area.
- 2) Proposals for adding, revising, or eliminating policies must be submitted to the Vice-Chancellor for Institutional Compliance via the Planning Coordinator. The proposal must:
 - a) Be typed and assembled in the proper format and numbering sequence for inclusion in the Guide. The format for policies is Appendix A to this policy;
 - b) Contain the word "DRAFT"; and
 - c) Be accompanied by appropriate references and necessary forms.
- 3) The draft policy shall be circulated to:
 - a) Members of the Administrative Guide Committee
 - b) All members of the Administrative Council who shall provide evaluation and recommendations to the Vice Chancellor for Finance for presentation to the Cabinet, Administrative Guide Committee, and the Chancellor
 - c) Office of General Counsel
- 4) At the direction of the Chancellor the Vice-Chancellor for Institutional Compliance will present the proposed policy or procedure to the Chancellor's Cabinet or the campus Administrative Guide Committee for final recommendations to the Chancellor.

- 5) The Administrative Guide Committee shall be chaired by the Vice Chancellor for Institutional Compliance and shall consist of the Vice Chancellor for Finance and the Vice Chancellor for Administration and Governmental Affairs.
- 6) Cabinet and Committee members should seek feedback from constituents in formulating their evaluation and recommendations to the Chancellor.
- 7) All changes, deletions from and additions to the Administrative Guide will become effective upon the approval and signature of the UAMS Chancellor or his designee. A signature line for the Chancellor will be placed at the end of the last page of each policy. This signature line shall be updated any time the policy or procedure is changed.
- 8) Changes to the Guide will be accomplished as approved and completed.
- 9) Each section of the Guide and the policies contained therein will be reviewed at least biennially by the division/department(s) responsible for that section.

Signature: 

Date: June 17, 2011



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

UAMS ADMINISTRATIVE GUIDE

NUMBER: XX.XX.XX

DATE: DD/MM/YYYY

REVISION:

PAGE: __ of __

SECTION:

AREA:

SUBJECT:

PURPOSE

[Describe the requirement or basis for the policy. Why is this policy being developed?] For example:

To establish protocols for the development, revision, editing, and implementation of policies and procedures.

SCOPE

[Describe the application of the policy. To whom does the policy apply?] For example:

All UAMS employees, faculty and staff.

DEFINITIONS

[Define key terms contained in the policy.] (If applicable)

POLICY

[Provide a statement of the basic policy. A policy statement is not a philosophy or an affirmation of a position, but is an officially transcribed plan or course of action. What is the policy of UAMS regarding this Policy's subject matter?] For example:

Policies and procedures that affect several departments or are of general concern to personnel in other departments. The following provides guidelines for all Policies and Procedures included in this manual.

PROCEDURES

[Procedures establish the methods to implement the policy. Provide the steps that implement the policy stated above.] For example:

1. Policy Format

This standard format shall be used in the preparation of all policies and procedures. A standard electronic and manual format has been developed, (margins – 1 inch; font – Times New Roman 12; Microsoft Word) and all policies submitted for inclusion in the manual shall be maintained in this format. If questions regarding format arise, the Policy and Procedure Coordinator should be contacted.

2. **Draft Policies**

All policies are considered Draft until approved by the Chancellor.

- A. All draft policies shall be so indicated by the word DRAFT stamped or written in large letters across the page.
- B. If the draft is a revision of a current policy, the original language should be retained and changes indicated by a single line through the original language.

REFERENCES [What are the sources (statutes, other policies,e tc.) for the policy?

[Include references to statutes, Board of Trustees policies and other relevant authorities.]