

NUMBER 1.1

DATE: 8/15/2007

REVISION:

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 or revised policies and elimination of campus policies contained in the University of Arkansas for Medical Sciences' **Administrative Guide** to Policies and Procedures.

POLICY

All campus policies and any revision or elimination of campus policies must be approved by the Chancellor or his designee.

PROCEDURES

- 1) The need for new or revised policies or to eliminate policies from the Guide will normally be identified by the division/department head or committee responsible for the affected area. Other persons who wish to propose a change should confer with the division/department head or committee for the affected area.
- 2) Proposals 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 will be reviewed annually by the department(s) responsible for that section.

SIGNATURE: 
Chancellor

DATE: September 5, 2007

APPENDIX A

SECTION:

AREA:

SUBJECT:

PURPOSE

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

SCOPE

All UAMS employees, faculty and staff.

DEFINITIONS

(If applicable)

POLICY

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

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 11; Microsoft Word 6.0) 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