

**Policy on Policy**  
**Policy on the Promulgation of SMHS Academic and Research Policy**

Section: 1  
Policy number: 1.3  
Responsible Office: Vice President for Health Affairs/Dean  
Issued: 11.1.09  
Latest Review: 05.30.17

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**POLICY STATEMENT**

The Bylaws of the School of Medicine and Health Sciences (SMHS) specify how academic and research policy recommendations are to be developed prior to action by the Dean. They specify that the Dean is the final authority in the promulgation of the SMHS policy, following advice and input from involved stakeholders (typically in the form of the SMHS’s standing faculty committee structure) and the Faculty Academic Council (FAC). The Bylaws also indicate that all academic policy documents are to be collated in a central location.

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**REASON for POLICY**

To provide a clear and concise guide and template as to how policy will be established at the University of North Dakota School of Medicine and Health Sciences.

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**SCOPE of POLICY**

This policy applies to:

<input type="checkbox"/> Deans, Directors, and Department Heads	<input type="checkbox"/> Faculty
<input type="checkbox"/> Managers and supervisors	<input type="checkbox"/> Staff
<input type="checkbox"/> Students	Others: _____

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**WEB SITE REFERENCES**

Policy Office: <http://www.med.und.edu/policies/index.cfm>  
Responsible Office: <http://www.med.und.edu/administration/deans-office/index.cfm>

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## DEFINITIONS

Academic	Relates to the educational and scholarly missions of the SMHS, and includes faculty development activities.
Administrative	Relates to SMHS matters not considered academic or research in nature. Typically relates to personnel and human resource issues, budget issues, physical plant issues, compliance issues, non-educational student issues, and other operational matters not closely tied to educational, scholarly, or research activities.
FAC	Faculty Academic Council
Policy	A set of principles that is used as an institutional guide for action. Provides the formal guidance needed to coordinate and execute activity through the organization; indicates what to do.
Procedure	A series of specified actions needed to accomplish a particular goal. Provides the operational process required to implement institutional policy; indicates how to do it.
Research	Relates to that form of scholarship involved in the discovery and analysis of new knowledge.
SMHS	School of Medicine and Health Sciences

## RELATED INFORMATION

Bylaws of the SMHS	<a href="http://www.med.und.edu/administration/education-faculty-affairs/bylawsrevised4.21.17.pdf">http://www.med.und.edu/administration/education-faculty-affairs/bylawsrevised4.21.17.pdf</a>
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## CONTACTS

General questions about this policy can be answered by your department's administrative office. Specific questions should be directed to the following:

Subject	Contact	Telephone/FAX	Office/Dept
Policy clarification	Dean's Office	777.2514/777.3527	<a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a>
Policy format	Dean's Office	777.2514/777.3527	<a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a>

## PRINCIPLES

OVERVIEW—The Bylaws of the SMHS specify how academic and research policy recommendations are to be developed prior to action by the Dean. They specify that the Dean is the final authority in the promulgation of the SMHS policy, following advice and input from involved stakeholders (typically in the form of the SMHS's standing faculty committee structure) and the Faculty Academic Council (FAC). The Bylaws also indicate that all academic policy documents are to be collated in a central location.

- I. The recent Performance Audit of the SMHS performed by the Office of the State Auditor challenged the SMHS to develop "...a formal, internal review process [involving] all key partners..." and one that was "...faculty-driven..."

It shall be the policy of the SMHS to develop subsequent policy determinations through a defined process that includes the opportunity for review and comment from involved stakeholders prior to the promulgation of said policy (except in exceptional and urgent situations as approved by the Dean or the Dean's designee). As specified in the current Bylaws, academic policy recommendations are routed through the FAC for final recommendations prior to being forwarded to the Dean. It shall be the policy of the SMHS and its Dean to promulgate policy only when both of the steps have been accomplished.

Similarly, all non-urgent research policy recommendations also will be subjected to a two-week period of comment by the SMHS community.

An editorial change to a policy is not considered an amendment. For example, a title change to an administrative position is an editorial edit and not a policy change.

It is important to emphasize that the above steps are required only for policy decisions, and not for procedural or administrative ones. Most of the decisions made in the course of the day are procedural in nature, and require neither the concurrence of FAC nor a broad level of comment and feedback (although it is also expected that all proposed procedural determinations would be properly vetted with all appropriate stakeholders).

## PROCEDURES

- I. All academic policy proposals, whether emanating from standing or *ad hoc* committees of FAC, or through the initiative of an assistant or associate dean, will be made available for a two-week period to provide the opportunity for further comment by the SMHS community. Following said two-week period, the proposed policy document and all comments that have been received will be routed through FAC for consideration and analysis. Once the FAC has made a determination and recommendation regarding a proposed policy (including possible revision based on the comments), the proposed policy shall be forwarded to the Dean, who may approve the proposed policy, accept it with minor revision(s), reject it, or refer it back to the appropriate committee for further study, deliberation, and action.
  - a. All academic and research policy proposals shall be filed with the Chief of Staff to the Dean. The Chief of Staff will place a draft of the proposed policy on the SMHS's website, and a notification of the availability of the proposed policy statement will be provided to all stakeholders. At the conclusion of a two-week comment period, the draft policy and all related comments shall be forwarded to FAC for consideration and appropriate action.
  - b. All approved policies will be posted on the policy website.

## RESPONSIBILITIES

Assistant and Associate Deans, Standing or <i>ad hoc</i> Committees of FAC	●Put forth academic or research proposals via the Chief of Staff to the FAC.
Chief of Staff	●Collate, post, and notice stakeholders of all proposed policies ●Post final policies.
Dean	●Adjudicate the proposed policy by one of the following methods: accept it with minor revision(s), reject it, or refer it back to the appropriate committee for further study, deliberation, and action.
FAC	●Provide final recommendations to the Dean on all Academic and Research Policies.

## FORMS

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## REVISION RECORD

04.13.15—FAC Approved  
04.13.15—Dean Approved  
05.30.17—Minor Edits