

NOTIFICATION OF SCHOOL-WIDE POLICY CREATION OR REVISION

TITLE:

DEPT/CONTACT:

DATE:

COMMITTEE(S) POLICY WILL GO THROUGH FOR REVIEW:

POLICY NUMBER:

INSTRUCTIONS when preparing the request:

New Policies:

1. The agency requesting a new School-wide policy shall complete this form and send it to the Office of the Dean through its Chief of Staff.
2. The new policy is written using the designated SMHS policy template.
3. The new policy is submitted, as appropriate, to UND general counsel for review and feedback.
4. The draft policy is submitted to the Office of the Dean within 14 days of approval from a committee/subcommittee.
5. The administrative staff within the Office of the Dean will review policy format, titles, numbers, and dates prior to posting for a two-week comment period.
6. The Dean's Office will coordinate placement of the draft School-wide policy on the Faculty Council's agenda for consideration and review.
7. After approval is given at Faculty Council, the Dean's Office staff will ensure that the newly approved policy is placed on the SMHS website.

FOR DEAN'S OFFICE ONLY

- Send to faculty for a two-week comment period.
- Place on the agenda of Faculty Council.
- File in policy database
- Post on UND SMHS Website