Policy Title: College of Medicine Policy Approval and Distribution Policy  
Policy Number: EC.00.01.17031  
Applies to: ESFCOM Policies, procedures, and advisory guidelines related to academic and administrative policies.

Date Policy Approved: 01-31-2017

1.0 Policy Introduction  
ESFCOM policies and procedures are to be appropriately approved, published, and distributed in designated and authorized publications and web locations. This policy outlines the drafting, review, approval, and distribution processes for ESFCOM academic and administrative policies.

1.0a College of Medicine personnel are to obtain appropriate approvals prior to publication of ESFCOM policies and procedures.

1.0b College of Medicine policies are to be consistent with provisions of the Washington Administrative Code and the Revised Code of Washington, WSU Executive Policy #5 Policy Approval and Distribution, and the ESFCOM By-Laws for Faculty.

1.0c College of Medicine policies and procedures are to be published and distributed in designated and approved publications and approved web locations.

1.0d Advisory guidelines, which supplement College of Medicine policies and procedures, may be published and distributed by departmental or campus websites, with appropriate approval.

1.0e Final approval body for all ESFCOM policies is the College Executive Cabinet.

2.0 Definitions  

Policy: A policy is a plan or general course of action intended to influence and determine decisions, actions and other matters. A policy seeks to maintain compliance with the applicable accreditation standards of the Liaison Committee on Medical Education, with applicable laws and regulations; it promotes operational efficiencies and the College of Medicine’s mission, and/or reduces risk to the institution.

Procedure: A procedure is an established method of implementing a College of Medicine policy.

Advisory Guideline: An advisory guideline provides a recommended, but not required, method for implementing an administrative process.
3.0 Responsibilities

**Document Preparation:** The office that implements and administers the policy/procedure, or the respective Standing Committee of the Faculty Council, prepare the policy draft in accordance with the requirements of this policy.

**Required Format:** The required format for policy and procedure statements includes the elements as found in the Policy Template.

**Required Format:** The required format for guidelines includes the elements as found in the Guideline Template.

**Procedures, Records, and Forms:** The Office of Compliance manages a central policies website and coordinates the publication of all items included on the website. This office also drafts and edits the Academic Policies and Procedures Manual.

**Responsible Designee:** A Vice Dean may designate a subordinate to approve policies or a specified subset of policies by sending a signed memorandum to the Office of Compliance. The named “Designee” shall have the administrative rank of Associate or Assistant Dean, or Director. Such a designation remains in effect until the Vice Dean or designee no longer occupy the position held at the time of designation, or until rescinded by the Vice Dean. The responsible designee reviews policy statements and forwards them to the responsible Vice Dean for approval. Upon such initial approval, the Vice Dean sends the policy draft to the respective Standing Committee for discussion, vote and preliminary approval.

**College Executive Council:** The College Executive Council approves policies referred to it by the Standing Committees.

4.0 Procedures

**Determination of Need and Analysis/Drafting**
Usually the office responsible for implementing and administering the policy/procedure analyzes the issues and conceptualizes the substance of the policy/procedure. Policy drafting may originate within a functional office or by a Standing Committee.

**Approval to Proceed**
Before proceeding further with policy development, the implementing office routes a summary of the proposal with a needs analysis to the responsible Vice Dean or Standing Committee (as applicable), through the responsible designee. The Vice Dean determines whether or not policy development will proceed. NOTE: This step is not required for draft proposals that do not include major (college-wide) policy statements.
Draft Preparation
The office or Standing Committee, where the policy draft originated, routes the first draft to the constituencies immediately involved in the proposed policy.

Preliminary Review/Approval

**Responsible Designee:** All constituents’ input, together with the draft policy, is routed to the responsible designee within the office of implementation. The Designee may take one of the following actions regarding the proposed policy:

- Route the draft back to the department or committee noting that the policy is not to be considered further.
- Route the draft back to the office or committee for further analysis, for consideration of other options, or redrafting.
- Forward the draft policy to the respective Vice Dean for further action (e.g., submission to Standing Committee or College Executive Council, as appropriate).

Final Approvals

**Procedures:** A Designee may approve minor *procedural* statements or changes. However, procedure with broad impact and scope (i.e., at the college level) should be approved by the responsible Vice Dean.

**Policies:** Policy Statements and policy changes are routed for approval per flowchart (attached). The Vice Dean may approve the proposal and submit it to the respective Standing Committee, that could further take it to the College Executive Council for final approval.

**Comments:** When a policy draft is forwarded for approval, it should include the reviewer’s comments, as well as comments from a 10-day public posting.

**Reviewers’ Considerations:** Reviewers are to consider a draft’s consistency with College of Medicine priorities and directions, impact on operations, and ease of administration.

**Notification of Decisions:** The responsible Vice Dean informs reviewing and implementing organizations of the College Executive Council’s decisions regarding the proposal.

Implementation

After final approval, the policy is implemented and distributed in accordance with distribution requirements described below.
Distribution

After the proposed policy/procedure is approved, the responsible office ensures that the document is published in the appropriate approved College of Medicine publication.

Approved Publications

Approved policy and procedure publications/websites and responsible offices:

- Academic Catalog
- Student Handbook
- Academic Policies Manual
- Websites

Departments may not independently publish policies having College-wide impact in locations other than those noted above.

College of Medicine policies and procedures may not be republished on departmental websites. Departmental websites should link to official policy/procedure sites when references are required.

Revisions

Follow the procedures indicated earlier in this document when revising policies and procedures.

Review of Existing Policies and Procedures

The Vice Dean, or the Standing committee, where the policy originated, is responsible for ensuring that a policy/procedure document reflects current practices. Policies are to be reviewed at least once every three years and should be updated as necessary, in alignment with the procedures provided above. The Office of Compliance shall track and notify appropriate parties of the need for the standard review.

Retention of Superseded Policies and Procedures

The issuing offices and committees are responsible for retaining policies and procedures for at least six years after they are superseded.

5.0 Related Policies and Bylaws

Washington State University Executive Policy Manual, Executive Policy #5
Revision Approved September 25, 2014
Faculty Bylaws of the Elson S. Floyd College of Medicine
Approved 2016
6.0 **Key Search Words**

| Policy, guideline, procedures, approval |

7.0 **Revision History**

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**Responsible Office:** Office of the Founding Dean  
**Policy Contact:** The Dean of the ESFCOM  
**Supersedes:** None  
**Attachment:** Policy review flowchart