



Policy: Policy on Policies

Responsible Office: Dean's Office

Approval Authority: Administrative Leadership Team

Date: Latest revision January 12, 2015

Status: Approved, January 16, 2015

Summary

This policy is intended to establish a uniform process that various School of Nursing governance bodies and administrators should use when implementing School of Nursing policies.

Policy

Policy Statement

SON policies may be initiated by any member of the Administrative Leadership Team, Academic Council, or by the steering committee of the Faculty Assembly, including sub-committee leadership. Before any policy is developed, the initiator should review all University policies (http://webapps.jhu.edu/jhuniverse/administration/minutes_policies_reports/policies/) and existing SON policies (<http://nursing.jhu.edu/academics/resources/policies/>, http://nursing.jhu.edu/faculty_research/faculty/handbook/) to ensure that the proposed policy does not duplicate or contradict any existing policies. All policies should be reviewed and approved either by the Administrative Leadership Team, Academic Council (http://nursing.jhu.edu/faculty_research/faculty/handbook/documents/appointments-promotions/Academic_Council_and_Appointment_Promotion_Policies_and_Procedures_04.22.14.pdf) or through the normal governance process of the Faculty Assembly (as defined in the Faculty Assembly Bylaws http://nursing.jhu.edu/faculty_research/faculty/handbook/documents/faculty_orgs/facultysenatebylaws.pdf).

All policies approved by the Faculty Assembly and the Academic Council must be reviewed by the Administrative Leadership team for final approval.

All approved policies will be posted to the School of Nursing web site in PDF format.

Procedure for Policies

- Review existing JHU and SON policies to ensure the new policy does not contradict or duplicate existing policy.
- Utilize the SON Policy Template (found on the R: drive, R:\Interdepartmental Collaborations\Policies\Draft\JHUSON Policy Template.dotx).
 - Policy template includes instructions on what to consider including in the policy.

- If the policy needs to be reviewed periodically, please include a required review date in the policy.
- Draft policies should be kept in Word format and posted to the SON R: drive, “R:\Interdepartmental Collaborations\Policies\Draft\”, in the appropriate folder (Administrative Policies, Academic Council Policies, Faculty Assembly Policies).
- Draft policies should include a “DRAFT” watermark on the document.
- Approval process:
 - Academic Council will approve policies as outlined in the Academic Council Policies and Procedures.
 - Faculty assembly will approve policies as outlined in the Faculty Assembly Bylaws.
 - A quorum of membership of the Administrative Leadership Team will approve all administrative policies, and will review and approve all Academic Council and Faculty assembly policy changes.
- After the policy is approved and reviewed by ALT, the Dean’s Office will assume responsibility for maintaining and distributing the policy.
- Dean’s office staff will remove the “DRAFT” watermark. All review comments and edits will be resolved and removed from the document. The document will be moved to the SON R: drive, “R:\Interdepartmental Collaborations\Policies\”, in the appropriate folder (Administrative Policies, Academic Council Policies, Faculty Assembly Policies).
- Dean’s office staff will keep a registry of policies (Excel file, stored in the Policies directory) with a list of policies, status, status date, and scheduled revision date (if applicable).
- Dean’s office staff will notify the Office of Marketing and Communications (son-webmaster@jhu.edu) of the new or revised policy. Marcom will convert the Word document to PDF and upload the PDF file to the SON web site.

Related Information

University Policies: University Policy on Policies,

http://webapps.jhu.edu/jhuniverse/administration/minutes_policies_reports/policies/PolicyonPolicies.pdf

JHU School of Nursing Policies: <http://nursing.jhu.edu/academics/resources/policies/> and http://nursing.jhu.edu/faculty_research/faculty/handbook/