



Medical College of Georgia

Academic, Research, and  
Student Affairs  
Policy Library

**Development and  
Promulgation of  
Academic, Research,  
and Student Affairs  
Policies**

**Policy 1.01**

Volume 1 Policy Development  
Chapter 1 Development and  
Promulgation of Academic,  
Research, and Student Affairs  
Policies

Responsible Office: Provost  
Originally issued: 2/15/2005

**Policy Statement**

Policies relating to the academic, research, and student affairs (ARSA) of the Medical College of Georgia emanate from the Office of the Provost (Office of Academic Affairs) and apply to a large segment of the Medical College of Georgia community. People writing academic, research, and student affairs policies should comply with the procedures outlined in this document, which defines these policies, describes the standardized format adopted by the office, outlines the steps for formulating, approving, and issuing ARSA policies, and describes procedures for amending such policies.

**Reason For Policy**

Policies relating to the academic, research, and student affairs of the Medical College of Georgia must be readily available electronically to all academic units and must be kept current to ensure compliance.

**Entities Affected By This Policy**

All units that fall under the aegis of the Office of the Provost of the Medical College of Georgia are covered by this policy.

**Who Should Read This Policy**

Deans, Directors, Department Heads, Program Chiefs  
All Academic Affairs administrators  
Individuals who are considering issuing or revising an academic, research, or student affairs policy

**Contacts**

Contact	Phone	e-mail/URL
Provost	706-721-4014	<a href="http://www.mcg.edu/aaffairs/">http://www.mcg.edu/aaffairs/</a>
ARSA Policy Officer	706-721-7916	<a href="mailto:rbmarkowitz@mcg.edu">rbmarkowitz@mcg.edu</a>

**Website Address For This Policy**

<http://www.mcg.edu/aaffairs/policies/pdfs/p101.pdf> .....

**Related Documents:**

Administrative Policies and Procedures: <http://www.mcg.edu/Policies/>  
MCG Faculty Manual: <http://www.mcg.edu/faculty/facman/intro.htm>  
Board of Regents Academic Affairs Handbook:  
<http://www.usg.edu/admin/accaff/handbook/>

**Definitions**

These definitions apply to these terms as they are used in this policy:

**Academic, Research, and Student Affairs (ARSA) Policy**

Policies relating to the academic, research, and student affairs of the Medical College of Georgia. See Appendix I for more details.

**Academic, Research, and Student Affairs (ARSA) Policy Officer**

An Academic Affairs Associate charged with managing and maintaining the ARSA Policy Library. The ARSA Policy Officer advises the Responsible Office in the development of new policy and is an *ex officio* member of the Executive Review Council. The ARSA Policy Officer oversees the maintenance of the web site that contains all ARSA policies (see <http://www.mcg.edu/aaffairs/policies/index.htm>)

**Executive Review Council (ERC)**

A standing committee composed of the Provost, Vice President for Enrollment and Student Services, Vice President for Research, Vice President for Legal Affairs, and Associate Vice President for Academic Affairs. The ARSA Policy Officer will be an *ex officio* member of the ERC. The Provost will serve as Chair. Responsibilities of the ERC are to: (1) review and approve Policy Statement, Impact Statement, and Reason for Policy, and (2) approve final draft of each and every Policy, including the operating process/procedure that supports it.

<b>Impact Statement</b>	A document that describes the need and justification for and the impact of any newly proposed Academic, Research, and Student Affairs policy. The Impact Statement is submitted by the Responsible Executive to the ERC for approval, along with the Policy Statement and Reason for Policy.
<b>Policy Statement</b>	A statement that (1) states who should follow the policy, (2) states when a policy applies, (3) summarizes what the people involved do, and (4) may state major conditions or restrictions.
<b>Reason for Policy</b>	A statement that (1) recognizes the legitimate interests of all parties, (2) describes the problem or conflict the policy will resolve, and (3) may cite legal or regulatory reasons for the policy.
<b>Responsible Executive</b>	The individual charged with the responsibility for creating and implementing ARSA policies in his/her area of jurisdiction.
<b>Responsible Office</b>	The Responsible Office, under the direction of the Responsible Executive, will develop and administer a particular policy and will be accountable for its accuracy, issuance, and timely updating.

**Overview**

Every policy at MCG must fall within the jurisdiction of a Responsible Executive who will begin the policy development process. For policies originating within an academic, research, or student affairs unit, the Responsible Executive will be a Vice President, Associate Vice President, Director, or Dean. The Responsible Executive, or its designee(s), will initiate the policy development process, will shepherd the policy through the process, and will implement the approved policy.

**Process/Procedures**

The policy development process is divided into 4 stages (See Flow Chart in Appendix II):

- Pre-approval
- Creation of policy
- Approval
- Promulgation.

**Pre-approval**

Responsible Executive & Office will generate a Policy Statement, Reason for Policy, and Impact Statement.

Responsible Executive will present the above to Executive Review Council (ERC) for approval. The ERC must approve the Policy Statement, Reason for

Policy, and Impact Statement in order for the policy process to continue. If a policy is for internal purposes only (that is, will affect only a single unit), the ERC will review it to ensure it is consistent with institutional policy. If the policy is consistent with institutional policy, it can be approved at this point and returned to the Responsible Office. No further approval by ERC will be needed.

The Executive Review Council will be composed of the Provost, Vice President for Enrollment and Student Services, Vice President for Research, Vice President for Legal Affairs, and Associate Vice President for Academic Affairs. The ARSA Policy Officer will be an *ex officio* member of the ERC. The Provost will serve as Chair. The ERC will meet as needed, as determined by the ARSA Policy Officer, and will serve to: (1) review and approve Policy Statement, Impact Statement, and Reason for Policy, and (2) approve final draft of each and every Policy (excluding pre-approved internal policies), including the process/procedures that support it.

### **Creation of Policy**

Following preliminary approval by the ERC, the Responsible Executive, together with others involved in administration of the policy, and with advice from the ARSA Policy Officer, will generate a complete version of the policy, formatted in the official ARSA Policy Template. The Responsible Executive will forward the Policy to the ARSA Policy Officer for preliminary review. The ARSA Policy Officer will work with the Responsible Executive until the policy is determined to be ready for the approval process.

### **Approval**

The ARSA Policy Officer or the Responsible Executive, when necessary, will present the Policy to the Executive Review Council for approval.

The ARSA Policy Officer will incorporate recommendations made by the Executive Review Council and will generate the Final Version of the Policy.

### **Promulgation**

Policies approved by the ERC will be issued and published via MCG's Campus Announcements, as necessary. The announcement will include a brief explanation of the policy, contact information for the Responsible Office, and how to access the policy (URL). Policies will be maintained in the electronic ARSA Policy Library (<http://www.mcg.edu/aaffairs/policies/index.htm>), accessible from the Office of the Provost's page (<http://www.mcg.edu/aaffairs/>) on the World Wide Web.

In addition, the Responsible Executive or Responsible Office will distribute approved policies to the appropriate individuals and offices.

### **Reviews**

All ARSA policies should be reviewed every 5 years by the Responsible Office.

### **How to Amend Existing Policies**

It is expected that existing policies will need to be amended periodically, either at the time of the required 5-year review or when otherwise deemed necessary. The Responsible Office should contact the ARSA Policy Officer to determine if the proposed changes require review by the ERC. In general, minor changes that are made to procedure alone and do not affect the underlying policy, can be

approved administratively by the ARSA Policy Officer. Changes in the Policy Statement or larger changes in procedure, with widespread effects, may need more substantial review. Amended policies will be promulgated similarly to new policies.

**Standard Format for ARSA Policies**

To ensure consistency, a standard format (template) for policies has been developed and is attached as Appendix III. Use of the standard format promotes clear, concise policies and procedures. The Medical College of Georgia logo should be in the upper left corner of the first page of each policy.

**Interim Policies**

Under certain circumstances, it may be imperative for a policy to be established in a short period of time. At these times, a Responsible Executive is empowered to issue an interim policy through the ARSA Policy Office, without going through the entire process described in this policy. An interim policy will include only the Policy Statement and Reason for Policy and may remain in force up to six months from the date of issuance. An interim policy will undergo an initial review, in a process determined by the ARSA Policy Officer.

**Responsibilities**

The responsibilities each party has in connection with ARSA Policy 1.01, Development and Promulgation of Academic, Research, and Student Affairs Policies, are:

**Executive Review Council (ERC)**

Review and approve the Impact Statement, Policy Statement, and Reason for Policy presented by the Responsible Executive for that policy.

Review and approve the final draft of an ARSA policy document, recommending changes as appropriate.

Authorize promulgation of an ARSA policy within the university community.

*Development & Promulgation of ARSA Policies*

**Responsible Executive & Office**

Identify the need for an ARSA policy.

Draft Policy Statement, Reason for Policy, and Impact Statement and present to ERC for review and approval.

Administer, formulate, issue, and update policies for which the office is responsible.

Formally review, at least once every 5 years, the policies for which the office is responsible.

**ARSA Policy Officer**

Oversee the ARSA Policy Library, including its maintenance on the World Wide Web.

Advise Responsible Executives in development of new policy.

Serve as an *ex officio* member of the ERC.

**Appendices**

<b>Appendix I:</b>	<b>Definitions of Types of Policy at MCG</b>
<b>Appendix II:</b>	<b>Policy Development Process Flow Chart</b>
<b>Appendix III:</b>	<b>Standard Template for ARSA Policies</b>

## **Appendix I**

### **Definitions of Types of Policy at MCG**

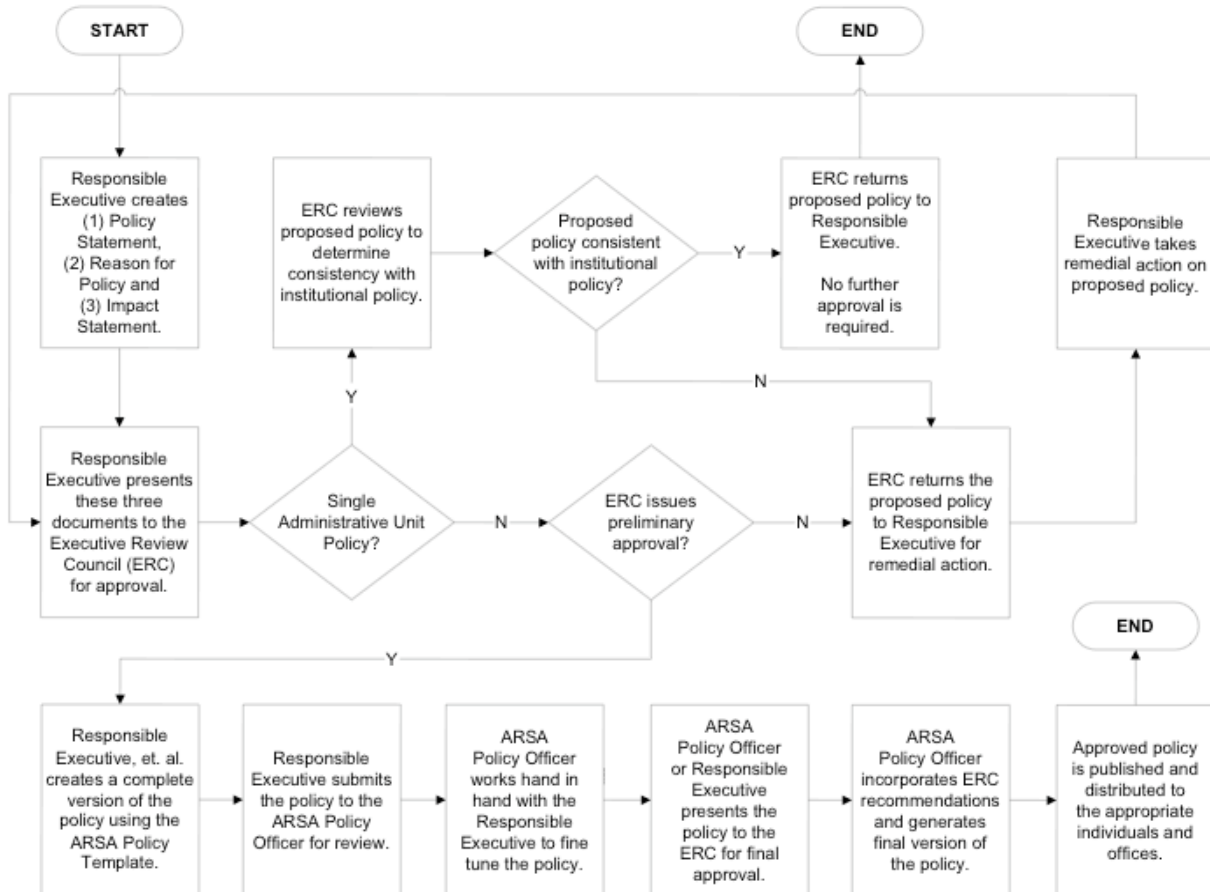
**Academic, Research, and Student Affairs Policies** are those policies relating to the academic, research, and student affairs of the Medical College of Georgia. Such policies may emanate from the Office of the Provost and the following units that report to the Provost: Academic Affairs, Affirmative Action/Equal Employment Opportunity, Area Health Education Centers, Classroom Services, Continuing Education, Enrollment and Student Services, Faculty Affairs, Library, Research Administration, and Visual and Instructional Design. In addition, some policies originating from academic units of the Medical College of Georgia (Schools of Allied Health Sciences, Dentistry, Graduate Studies, Medicine, and Nursing) that have applications across school borders may also be categorized as Academic, Research, and Student Affairs Policies.

**Administrative Policies and Procedures** are a listing of policies and procedures with a more widespread application across the campus. Some of these policies may fall under the category of Academic, Research, and Student Affairs Policies and are catalogued in the ARSA Policy Library.

**School Policies** are policies set forth by the 5 academic units at the Medical College of Georgia (Schools of Allied Health Sciences, Dentistry, Graduate Studies, Medicine, and Nursing) and that apply only to individuals enrolled in or employed by that particular academic unit. As such, these policies are not catalogued in the ARSA Policy Library. However, these local policies should be clearly written, well-communicated, and maintained in an up-to-date policy library.

**Board of Regents (BOR) of the University System of Georgia (USG) Academic Affairs Handbook** is a compilation of policies and procedures that affect the day-to-day operation of the Office of the Chief Academic Officer of the institutions of the University System of Georgia. Some BOR policies apply *verbatim* to the Medical College of Georgia and may not be catalogued in the Academic Affairs Policy Library or may be catalogued as a URL link. Some MCG ARSA Policies may be based on BOR policy; these may be rewritten for the ARSA Policy Library, with the BOR policy URL given as a reference.

**Appendix II**  
**Standard Template for ARSA Policies**





Medical College of Georgia

Academic, Research, and  
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**Title of Policy**

**Policy X.0Y**

Volume X      Title of Vol  
Chapter Y      Title of Policy  
Responsible Office: (e.g., Faculty  
Affairs)  
Originally issued: (date)  
Revised (date)

**Policy Statement**

- Who should follow the policy
- When does the policy apply
- Summarizes what those involved do (but not procedures)
- Major conditions or restrictions that apply

**Reason For Policy**

- Recognizes the legitimate interests of all parties
- Describes problem or conflict the policy is designed to resolve
- Cites any legal or regulatory reasons for policy

**Entities Affected By This Policy**

- Lists units, divisions, subsidiaries or other entities that are covered by the policy

**Who Should Read This Policy**

- Lists persons who should observe the policy and follow its procedures
- Lists persons who must understand the policy in order to perform their job
- May list persons affected by the policy

**Contacts**

Contact	Phone	e-mail/URL

- Directs general questions to department’s administrative offices
- Names university offices that can answer specific questions or approve exceptions
- Lists university offices by subject
- Provides phone numbers, e-mail addresses, and URLs of offices listed

**Website Address For This Policy**

<http://www.mcg.edu/aaffairs/policies/pdfs/p/X.0Y.pdf>

**Related Documents**

- Related university policy documents and URL
- Documents required to complete the procedures and URLs
- Documents that provide helpful, relevant information and URLs

**Definitions**

These definitions apply to these terms as they are used in this policy:

- Defines only terms used in the document (try to keep definitions in different policies the same)
- List terms alphabetically
- Defines unfamiliar or technical terms, or terms that have specialized meaning in this policy

**Overview**

- Provides background for policy
- Elaborates on policy statement and reason for policy
- Provides road map for rest of document
- May contain procedures
- Should be limited to 2 paragraphs in length

**Process/Procedures**

- Chronological sequence of actions
- Tells reader what steps to follow to comply
- Usually divided into sections
- If a procedure is very complex, an introductory paragraph could prepare the reader by summarizing the action

**[Other appropriate sections]**

Used for larger policies, where useful, to break up the policy into more than one subject

**Responsibilities**

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy X.OY, Policy Title, are:

(Party)	(Responsibility)

Summarizes major responsibilities of any person or organization participating in the procedures of the policy  
 May include the reader, the university, operating units, departments, and persons outside the university

**Forms**

- Identifies the forms reader must use to comply with the policy
- Lists forms alphabetically, in table format
- Explains purpose of each form
- Provides a hypertext link to each form
- Optional (include only if needed)

**Appendices**

- Contains lengthy or complex references
- Contains reference information that applies to a few people
- Divided into sections
- Optional (include only if needed)