Operating Policy and Procedure

SON OP: 10.025 Non-Academic Official Publications

PURPOSE: Each official publication of the School of Nursing is revised according to two policies. Academic related policies and publications are developed, reviewed, and revised according to the Policy and Publications Oversight Policy and Procedure located in the Administrative Manual. Non-academic official publications are developed, reviewed, and revised according to the Non-Academic Official Publications Policy located in the Administrative Manual.

REVIEW: All policies and publications in the Administrative Handbook are reviewed on a staggered even or odd year biennial review cycle. The Policy and Publications Oversight policy shall be reviewed by the Coordinating Council by September 1 of each odd numbered year. Recommendations are forwarded for final approval by the Dean.

POLICY/PROCEDURE

1.0 Policy Statement

The office of the Associate Academic Dean for Student Affairs and Education Support Services is charged with the responsibility for overseeing the process for all School of Nursing policies, procedures, and publications, except for the Nursing Income Plan (NIP) Bylaws, Staff Reference Handbook, and Larry Combest Community Health and Wellness Center Manual. The Non-Academic Official Publications Policy and Procedure apply to the review and revision process for all publications not included in the Policy and Publications Oversight Policy and Procedure identified above.

2.0 Reason for Policy

School of Nursing non-academic publications, or official documents, must be as current as possible. Each document is assigned to the appropriate committee, administrator, and/or staff for revision accountability and an equitable distribution of the important work.

3.1 Procedure

The review and revision process for the policies and publications included in the Non-Academic Official Publications Policy are completed on a biennial basis as designated in the Non-Academic Publications Table below. Oversight for the review and revision process is delegated to the responsible person designated in the Non-Academic Publications Table. Completion of the review and/or revision process is documented via the Publication Review, Revision, and Communication Completion Form located in Appendix A. The completed Publication Review, Revision, and Communication Completion Forms are housed in the office of the Associate Academic Dean for Student Affairs and Education Support Services. Revisions are effective beginning with the date the revised policy/publication has been placed on the School of Nursing shared network.