Operating Policy and Procedure

SON OP 10.047, Policy Retirement Process Policy

PURPOSE: The purpose of the Policy Retirement Process policy is to explain the process for retiring School of Nursing policies without loss of policy content. By retaining the most current version of the policy at the time the policy is retired, an ongoing list of previously published policies is maintained as evidence and for potential use/revision when the policy content may again become applicable.

REVIEW: All policies in the electronic Administration Handbook are reviewed on a staggered, even or odd year biennial review cycle. Final approval of the electronic Administration Handbook is by the Dean.

POLICY/PROCEDURE

1.0 Policy

The School of Nursing creates new policies and retires no longer applicable policies as needed. All retired policies are maintained for reference behind a firewall in the SON Retired Policies section of the School of Nursing Policies website. Access to the Retired Policies Website is protected to prevent deletion of retired policies by the disclaimer, “Policies listed in the School of Nursing Retired Policies Website are available for reference purposes, protected, and not visible on the School of Nursing Operating Policy and Procedure Website. Please do not delete or revise policies located on the Retired Policies site. Access to the site is available at https://nursing.ttuhsc.edu/policies/ by authorized personnel.”

2.0 Procedure

The procedure for retiring a redundant or no longer applicable policy is as follows:

- The School of Nursing Council submitting a policy for retirement will
  o identify the most current version of the policy to be retired by name and OP number;
  o send a request to the Web Team to relocate the selected OP to the School of Nursing Retired Policies Website; and
  o report the retirement of the OP to the School of Nursing Coordinating Council.

- The School of Nursing Web Team
  o relocates the retired OP to the School of Nursing Retired Policies Website; and
  o adds the retired OP number and name to the Previously Published Policies and Procedures table on the website.

- The School of Nursing Previously Published Policies and Procedures Table contains the OP number and name, the date the OP was retired or incorporated into an existing policy, and the notation RETIRED or INCORPORATED INTO OP number and name.

- School of Nursing Web Team Members include the following:
  o Unit Manager, Office of the Dean – Administration
  o Senior Director, Office of the Dean – Faculty Operating Policy and Procedure
  o Program Coordinator, Office of the Graduate Program – Graduate Operating Policy and Procedure
  o Program Coordinator, Office of the Undergraduate Program – Undergraduate Operating Policy and Procedure
  o Associate Dean, Office of Student Affairs – Operating Policy and Procedure
  o Director, Office of Outcomes Management and Evaluation – Outcomes Management and Evaluation Operating Policy and Procedure