



Office of the Dean
School of Medicine

Policy Title: Policy Development, Revision, and Approval

Last Review/Revision/Approval: August 2024

Review Cycle: 4 years

Body Responsible for Review/Revision: Office of Faculty and Institutional Affairs

Responsible Dean: Senior Associate Dean for Faculty and Institutional Affairs

**Relevant LCME Element:
(if applicable)** 4.6

Policy Statement/Purpose:

The governance and policy-making process of the LSU School of Medicine in New Orleans is determined by the dean, appointed administrators, and faculty representatives. Policies are monitored and subject to continuous improvement through periodic review. Policies are subordinate to and must comply with the Bylaws and Regulations of the LSU Board of Supervisors, LSU System Permanent Memoranda, and Chancellor's Memoranda.

Policy Directives:

1. Policies are reviewed every 4 years following initial development. Policies may be reviewed and revised at any time before 4 years if necessary to meet changing regulatory requirements or institutional needs.
2. Development of new policies and revision of existing policies originate in the administrative offices of the medical school. The Faculty Assembly may also initiate this process by working with the relevant administrative office.
3. In addition to a policy statement and policy guidelines, each policy includes the most recent date of development or revision, the standard review cycle, the body responsible for review and initial approval, the responsible dean, and, if applicable, the relevant accreditation standard.

4. After development or revision by members in the relevant office, the designated committee with responsibilities related to that office reviews and approves the policy. The subsequent levels of review and approval are the Faculty Assembly, Administrative Council, and the Dean. The Dean indicates the final level of approval with a signature on the relevant Administrative Council minutes.
5. The exception to the process outlined in (4) is policies related to admissions and the curriculum. These policies are generated and approved by the Admissions Committee and the Curriculum Steering Committee, respectively. They are presented to the Faculty Assembly, Administrative Council, and Dean for input prior to final approval.
6. Policies are approved by a majority vote by each of the bodies responsible. Faculty members at all described levels have the ability to voice concerns and suggest changes to the policies before voting to approve or oppose. Results of voting are included in the relevant meeting minutes. After approval, the policy is posted on the LSU School of Medicine website.
7. Rescindment of a policy may occur at any time if the need for the policy no longer exists. If necessary, the responsible body will provide justification to the Faculty Assembly, Administrative Council, and the Dean for their consideration and approval of the rescindment.
8. The LSU School of Medicine in New Orleans takes due care to assure that policies, when issued, comply with applicable controlling laws, rules, and regulations. However, changes in such laws, rules, and regulations may result in all or a portion of a policy becoming null or incorrect until a necessary revision is made.