

Policy on Policies

I. Introduction

This document is meant to guide the process whereby policies for and within the Division of Health Sciences (DHS) are developed and approved during the academic year. It applies only to those policies applicable to all of the programs/units that comprise the DHS. New university-wide policies in need of vetting by the DHS will also follow these guidelines. Other policies that are specific to sub-units within the DHS fall outside of the purview of this document.

II. Approval Process

1. Any person or sub-unit (policy originators) within the DHS can propose a policy to be implemented across the DHS. DHS policies are those that apply to all segments of the DHS. New or revised proposals/policies are submitted through the Office of the Executive Dean.
2. Proposed policies are reviewed by both the DHS Executive Council (EC) and the Health Science Administrative Council (HSAC). Either of these bodies can forward a proposed policy to a DHS subcommittee for further review. Consensus on the merits of the proposed policy must occur by the EC and HSAC before a policy can move forward for DHS review and approval. Consensus is defined as endorsement by the majority of members of both EC and HSAC.
3. Once a policy has been endorsed by the EC and HSAC, it will be posted by the DHS Administration Office on the DHS Faculty and Staff electronic site for review by the relevant constituencies (faculty, staff, students) within the DHS. Relevant constituencies will be determined by the nature of the policy. Policies will be posted for ten (10) working days during the academic year. EC and HSAC members will be responsible for communicating and promoting the comment opportunity to their constituents. DHS members may post comments electronically or contact either their EC or HSAC representative with comments.
4. Following the close of the comment period, the policy originators, EC and HSAC will consider potential revisions to the original document. A second draft will be then developed by the policy originators and posted on the DHS electronic site for the five (5) working days during the academic comment period. A final draft will be developed following the second round of comment by the policy originators. If following the initial comment period, substantive changes are not recommended to the EC and HSAC, the document can move forward for approval. The rationale for changes in the document based on commentary will be included on the second round of posting for review.
5. Prior to final vote, policies under review will also be discussed during regularly scheduled DHS assemblies.
6. Policies in their final form will be distributed through an electronic voting process developed by the DHS Administration Office. The survey will be open to the relevant constituents for five (5) working days during the academic year.
7. Documents receiving endorsement by the majority of the constituents voting become DHS policy. Adopted policies will be posted on the DHS website: www.isu.edu/healthsciences.
8. Amendments to policies will follow the same procedures listed above.

9. Under extraordinary circumstances a policy can be brought forth and implemented during semester breaks or summer session. These policies are considered provisional and will be required to go through the aforementioned approval process when the next regular academic semester begins.
10. Individual subunits within the DHS may have requirements that exceed those listed in this document. All policies of any subunit must be consistent with DHS Policies and Procedures herein and Idaho State University Policies and Procedures.