Protocol 1050 Policy and Protocol Review

Protocol Number: 1050

Effective Date: 7/9/18

Revised Date: 10/14/2020; 01/14/2021

<u>**Protocol**</u>

The Graduate School of the Stowers Institute for Medical Research (GSSIMR) maintains policies and protocols necessary to the success of the academic program and daily operations. These policies and protocols are reviewed and updated on a yearly basis. The Director of Accreditation & Compliance is charged with oversight of policies and protocols with the goal of keeping them current and relevant. The following questions are asked during the yearly policy and protocols review:

1. Is the policy or protocol still necessary, accurate, and complete?
2. Should the policy or protocol be combined with another policy or protocol or should it be rescinded?
3. Is the policy or protocol up to date with the current laws, regulations, and related policies?
4. Will the suggested changes improve the effectiveness or clarity of the policy or protocol?

Responsibility for policy and protocol review lies with the following groups.

- Faculty Governing Council (FGC)
- Academic Progression and Assessment Committee
- Admissions Committee
- Curriculum Committee
- Rotations Committee
- Predoctoral Researchers
- Staff
- Dean
- President
- GSSIMR Board of Directors

Faculty, through faculty committees, are responsible for reviewing, updating, and approving policies and protocols related to the academic program. Predoctoral researchers, through the governing structure, are responsible for reviewing, updating, and approving policies and protocols related directly to predoctoral researchers. The Dean reviews and approves all policies and protocols related to the academic program and those specific to achieving the goals of the academic program. The President and GSSIMR Board of Directors have the responsibility for reviewing and approving policies related to the success and business of GSSIMR.

Steps:

1. The group that is identified as the policy/protocol owner based on the details of the policy/protocol and committee responsibilities reviews the policy/protocol during a spring meeting.
2. The policy/protocol owner group makes changes and edits based on the four questions above.
3. The policy/protocol owner group submits those changes and edits to the Director of Accreditation & Compliance for review to ensure compliance and consistency across all policies and protocols. This step typically occurs simultaneously with step 2.
4. The Director of Accreditation & Compliance submits the policy or protocol to the next approving authority for discussion and review (FGC or the Dean).
5. The approving authority reviews the policy/protocol and takes the appropriate next steps. This can include approving the policy/protocol, returning it to the policy/protocol owner group for additional discussion and edits, rejecting the proposed changes, or sending the policy/protocol to the final approving authority.
6. Once changes are approved, the Director of Accreditation & Compliance updates the policy/protocol in the manuals, the website, handbooks, and catalog as appropriate.
7. The policies and protocols are distributed to the predoctoral researchers, faculty, and staff at the beginning of the fall term via email or printed materials. The policies and protocols are regularly updated on the GSSIMR website.

POLICY REVIEW AND APPROVAL PROCESS

Policy Number	Policy Name	Committee/ Responsible Party to Initiate Review and Revise	Additional Review (in part or in whole when needed)	Approval	Administrative Approval	Final Approval
900	Academic Conduct	Administration	Academic Progression and Assessment Committee; Predoctoral Researchers	FGC	Dean	Board
901	Attendance Policy	Administration	Curriculum Committee	FGC	Dean	Board
902	Dress Policy	Administration			Dean	Board
903	Consumption of Alcohol Policy	Administration		Dean	President	Board
904	Technology and Software Policy	Administration		Dean	President	Board
905	Medical Insurance Policy	Administration		Dean	President	Board
910	Grievance Policy	Administration	Academic Progression and Assessment Committee; Predoctoral researchers	FGC	Dean	Board
911	Grading Policy	Administration	Curriculum Committee	FGC	Dean	Board
912	Issue Resolution Policy	Administration	HR Officer	Dean	President	Board
913	Sexual Harassment Policy	Administration	HR Officer	Dean	President	Board
914	Admissions and Recruitment Policy	Admissions Committee	FGC		Dean	Board

915	Reasonable Accommodations Policy	Administration	HR Officer	Dean	President	Board
916	Academic Probation	Administration	Academic Progression and Assessment Committee;Predoctoral researchers	FGC	Dean	Board
920	Laboratory Entry Policy	Administration	Rotation Committee	FGC	Dean	Board
921	Master's Degree Policy	Administration	Academic Progression and Assessment Committee	FGC	Dean	Board
930	Educational Records Privacy and Release Policy	Administration			Dean	Board
931	Transcript Policy	Administration			Dean	Board
932	Withdrawal Policy	Administration			Dean	Board
933	Transfer Credit Policy	Administration			Dean	Board
934	Credit Hours Policy	Administration	Curriculum Committee	FGC	Dean	Board
935	Financial Policy	Administration	CFO		President	Board
940	Faculty Bylaws Policy	FGC		Dean	President	Board
941	Faculty Governing Council Bylaws Policy	FGC; Faculty Committees		Dean	President	Board
942	Nondiscrimination Policy	Administration	HR Officer		President	Board
943	Equal Opportunity Policy	Administration	HR Officer		President	Board

PROTOCOL REVIEW AND APPROVAL PROCESS

Protocol Number	Protocol Name	Committee/ Responsible Party to Initiate Review and Revise	Additional Review (when needed)	Approval	Final Approval
1001	Conference Allowance	Administration			Dean
1002	Travel Allowance	Administration			Dean
1003	Moving Expenses	Administration			Dean
1020	Laboratory Rotation Placements	Rotation Committee	Administration	FGC	Dean
1021	Fourth Rotation	Rotation Committee		FGC	Dean
1022	Rotation Presentations	Rotation Committee		FGC	Dean
1023	Thesis Laboratory Placement	Administration			Dean
1024	Faculty Member's Departure	Administration			Dean
1025	Supervisory Committee	Academic Progression & Assessment Committee	Predoctoral researchers	FGC	Dean
1026	Qualifying Assessment	Academic Progression & Assessment Committee	Predoctoral researchers	FGC	Dean
1027	Ph.D. Thesis	Academic Progression & Assessment Committee	Predoctoral researchers	FGC	Dean
1028	Thesis Publishing	Administration			Dean
1029	Master's Degree	Academic Progression & Assessment Committee		FGC	Dean
1030	Course Development	Curriculum Committee		FGC	Dean
1031	Course Syllabi	Curriculum Committee		FGC	Dean
1032	Teaching Assistant	Administration			Dean
1033	Assessment of Predoctoral Researcher Learning Outcomes	Academic Progression & Assessment Committee		FGC	Dean
1034	Curriculum Review	Curriculum Committee		FGC	Dean
1035	Program Review	Dean's Council			Dean

1036	Institutional Review	Administration		Dean's Council	President
1037	Data Collection	Administration			Dean
1038	Faculty Committees	Faculty Governing Council			Dean
1039	Faculty Evaluation	Faculty Governing Council			Dean
1040	Addressing Concerns Regarding Predoctoral Researchers	Administration; Predoctoral researchers	HR Officer	FGC	Dean
1041	Predoctoral Researchers' Complaint	Administration; Predoctoral researchers	HR Officer	FGC	Dean
1042	Predoctoral Researcher Involvement	Predoctoral researchers	Administration		Dean
1043	Predoctoral Researcher Exit	Administration; Predoctoral researchers	HR Officer		Dean
1044	Graduation	Administration			Dean
1050	Policy and Protocol Review	Administration			Dean
1051	Marketing and Recruitment Materials	Administration			Dean