Duke University School of Nursing Policy

Name: Policy Development and Management
Effective Date: July 1, 2007
Review/Revision History: July 1, 2010, March 5, 2013, June 29, 2016, June 17, 2019
Approval Authority: Dean of the School of Nursing
Responsibility: Associate Dean, Finance and Administration

Policy:
Duke University School of Nursing (DUSON) administrative policies govern faculty, staff, and/or student issues and are not in conflict with Duke Health or Duke University policies or those governed by the DUSON Faculty Governance Association (FGA). Policies will be developed in a collaborative manner with the participation of faculty and/or staff content experts. Those affected by a proposed policy will be consulted before a policy is finalized for approval, as appropriate. All DUSON administrative policies will include standard pieces of information, as identified in the Policy Format section of this document.

There are two types of policies within DUSON: 1) administratively developed and approved policies; and 2) faculty developed and approved policies. Each type of policy is approved either by the dean or by the Faculty Governance Association (FGA) as described in the Definitions section of this policy.

DUSON policies will be located in the password protected Faculty and Staff section of the website.

Definitions:
Administrative Policy: A formal statement of the official position of DUSON on a particular subject. An administrative policy is one that is developed by a DUSON administrator for approval by the dean. Administrative policies will generally govern the approval or allocation of DUSON resources and the establishment of strategic priorities for the operation and advancement of the School.

Faculty Policy: A policy that is developed and approved by the FGA in accordance with the FGA by-laws. Faculty policies generally govern: 1) the curriculum; 2) student admission, progression, and graduation; and 3) guidance on the selection and advancement of the faculty. Faculty policies are approved either by vote of the entire FGA or by vote of the affiliated members of a program’s faculty. The scope of faculty developed and approved policies is further defined in Article IV of the FGA by-laws.

This document references only administrative policies.

Policy Format:
DUSON Administrative Policies will include the following information

<table>
<thead>
<tr>
<th>Item</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Duke University School of Nursing Policy</td>
</tr>
<tr>
<td>Name</td>
<td>Name: Discretionary Funding</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Effective Date: July 1, 2004</td>
</tr>
<tr>
<td>Review/revision history</td>
<td>Review/revision history: 7/1/04, 7/1/07</td>
</tr>
<tr>
<td>Approval authority</td>
<td>Approved by: Dean of School of Nursing</td>
</tr>
<tr>
<td>Policy responsibility</td>
<td>Policy Responsibility: Associate Dean, Finance &amp; Administration</td>
</tr>
<tr>
<td>Policy manager (optional)</td>
<td>Policy Manager: Director of Finance and Human resources</td>
</tr>
<tr>
<td>Policy statements/summary</td>
<td>Policy: Discretionary funding will be allocated to faculty of DUSON based upon.....(outline the policy here)</td>
</tr>
<tr>
<td>Definitions*</td>
<td>Definitions: Discretionary fund: an account maintained by DUSON for the purpose of.....(define the term here)</td>
</tr>
<tr>
<td>Procedure*</td>
<td>Procedure: 1. Faculty submit form XYZ 2. Staff member completes section 2 of Form XYZ 3. etc.....(outline the rest of the procedure)</td>
</tr>
</tbody>
</table>

* Note: Including the applicable procedure within the policy is optional. Policies may also include a section that outlines the “Guiding Principle” (or similar) that was followed when developing the policy
or that should be followed when administering the policy.

**Policy Approval:**

* Any faculty or staff member may submit a request for the creation of a policy by discussing with the applicable associate dean. If a policy is needed, the associate dean works with his/her staff and appropriate stakeholders to draft the policy and gains feedback from stakeholders.

* Once the policy is in final draft format, the associate dean who drafted the policy gains approval from the dean, often after consulting with members of the Dean’s Cabinet or Executive Committee. Administrative policies may only be approved by the dean.

* The associate dean responsible for the policy communicates approval decision to the ADFA. The ADFA office updates the policy tracking list, saves the Word document and ensures the marketing and communications staff member responsible for website content changes adds the policy to the website and includes information about the policy in the next Monday Update (after seeking approval from the responsible associate dean to include).

**Policy Responsibility and Management:**

**Responsibility:** Each administrative policy has a designated associate dean who is responsible for the policy. These responsibilities include drafting the policy, seeking stakeholder feedback as appropriate and obtaining approval, implementing and communicating about the policy as applicable, and reviewing the policy for any revisions and modifying as needed at least every 3 years.

**Management:** At the discretion of the responsible associate dean, implementation and management of policies and/or the process of periodic policy review may be delegated to a team member with the associate dean retaining overall responsibility for the policy.

**School Procedures (as differentiated from Policies):**

Documentation of items that are operational in nature are more appropriately identified as Procedures. Procedures are listed below Policies in the same section of the DUSON faculty and staff website. Procedures generally follow the same format and management processes as Policies with the exception that Procedures are approved by the applicable associate dean and do not require the formal approval of the dean (although it is common for a discussion with the dean about most procedures to take place).

Procedures must also be reviewed at least every 3 years for any revisions by the associate dean responsible for the procedure. An associate dean may choose to be identified as the Procedure’s approver with a member of the team as the person responsible for the Procedure.

**Policies and Procedures Files**

A limited access Policies and Procedures folder will contain a file listing all policies and procedures and for each display the person responsible and latest revision date. This list will be used by the associate deans to ensure their policies and procedures are reviewed at least every 3 years. Also housed within this limited access folder will be the original Word versions of the policies and procedures for future reference and ease of editing. This limited access folder will be maintained by the ADFA office, with access provided to the Dean, Associate Deans and their assistants.