

POLICY Approval/Modification Tracking Form

- **Purpose:** The purpose of this form is to guide faculty through the process of developing a new policy or modifying an existing policy.
- **Notes for Faculty Initiator:**
 - Submit this form and all supporting documentation to the Committee Chair (for the Divisional Committee meeting) or Associate Dean (for the Divisional Meeting), and administrative support **at least one week in advance** of the meeting to secure a place on the agenda.
 - If the policy under review pertains to more than one division, it should be discussed and approved by all relevant divisions. This form may be edited to include the additional divisional reviews.
 - You are responsible for coordinating the proposal through the approval process. Upon approval at each level, document the approval date, obtain the committee chair's signature, and forward all materials (including this form) to the chair of the subsequent committee.
 - After approval at the Divisional Level, you will need to present your proposed change to the Faculty Council. Then, the Faculty Council will forward your proposed change to the Dean's Office for inclusion on the Faculty Meeting agenda.

STEP 1 (Faculty Initiator)	
Name of Proposed Policy Modification (how should this be listed on agendas?)	
Faculty Initiator (name)	
Division(s)	
<i>Summary and Rationale of Proposed Change(s):</i>	
STEP 2 (Faculty Initiator)	
Review by the Divisional Committee	☐ Proposed changes accepted _____ (date) ☐ Proposed changes rejected _____ (date) ☐ Proposed changes returned for Modification _____ (date)
<u><i>Additional Comments:</i></u> 	
<u>Committee Chair:</u> Name: _____ Signature: _____	

STEP 3 (Division Committee Chair and Faculty Initiator)	
Review by Divisional Faculty	☐ Proposed changes accepted _____ (date) ☐ Proposed changes rejected _____ (date) ☐ Proposed changes returned for Modification _____ (date) <u>Additional Comments:</u> <u>Divisional Dean:</u> Name: _____ Signature: _____
STEP 4 (Division Associate Dean and Faculty Initiator)	
Review by Faculty Council	☐ Is the layout professional (no typos/formatting issues)? ☐ Is the POLICY Approval/Modification Tracking Form completed and signed? ☐ Proposed changes accepted _____ (date) ☐ Proposed changes rejected _____ (date) ☐ Proposed changes returned for Modification _____ (date) Recommendation: ☐ Full faculty vote needed OR ☐ Full faculty consent agenda item <u>Additional Comments:</u> <u>Faculty Council Chair:</u> Name: _____ Signature: _____
STEP 5 (Faculty Council)	
Review by Full Faculty	☐ Proposed changes accepted _____ (date) ☐ Proposed changes rejected _____ (date) ☐ Proposed changes returned for Modification _____ (date) <u>Additional Comments:</u> <u>Dean:</u> Name: _____ Signature: _____

STEP 6 Post-approval Implementation (Divisional Dean and Dean's Office)		
Implementation	Has the new/modified policy been communicated to relevant stakeholders (admissions, registrar, student affairs, etc)?	☐ Yes; ☐ No; ☐ Not applicable
	Has the approved new/modified policy been posted on the website?	☐ Yes; ☐ No; ☐ Not applicable
	Have other interested parties (e.g., students) been notified of this change?	☐ Yes; ☐ No; ☐ Not applicable
	Has the approved new/modified policy been added to the relevant Student Handbooks and/or Faculty and Staff Handbook?	☐ Yes; ☐ No; ☐ Not applicable
	Has the approved new/modified policy been added to the school catalog?	☐ Yes; ☐ No; ☐ Not applicable

Appendix A: School of Nursing Typical Monthly Meeting Timeline

Meeting	Date (Baccalaureate Division)	Date (Advanced Nursing Practice Division)
Divisional Committee	1 st Monday of the Month	3 rd Monday of the Month
Divisional Faculty Meeting	1 st Monday of the Month	1 st Monday of the Month
Faculty Council Meeting	3 rd Monday of the Month	
Full Faculty Meeting	4 th Monday of the Month	

Please note that meeting dates can vary from this schedule; always check in advance to confirm.
Always submit agenda items at least one week in advance (or as indicated in the bylaws).