



Title: Establishing and Maintaining College Policies

Policy No.: ADM 1.10

Date: 7/7/08
Rev.: 9/27/10

Areas Affected: All BSMCON Faculty

Page 1 of 2

Purpose

The policies and procedures of the Bon Secours Memorial College of Nursing (BSMCON) are the means by which the institution establishes its standard business practices. BSMCON will follow all policies of its parent institution, Bon Secours Richmond, Memorial Regional Medical Center. The BSMCON policies further clarify those business practices that are unique to the school. The purpose of this policy is to establish a uniform method for creating or changing policies and procedures that are unique to BSMCON. This policy base includes only those policies and procedures that are generally applicable to more than one department or level of the school. Matters affecting only one department or office are not considered to be within the scope of this policy.

Definitions

- Policies: Policies are statement of management philosophy and directions established to provide direction and assistance to the campus community in the conduct of the affairs of BSMCON.
- Procedures: Procedures are statements that prescribe specific actions to be taken to conform to established policies, allowing for the orderly implementation of those policies.

Policy Statement

All Faculty Organization policies and procedures will be effective after a discussion at Faculty Forum and a majority vote of the Faculty Organization, and signature of the appropriate Dean and the Provost. All Administrative policies will be effective after signature of the Provost. It is the responsibility of the Committee chairs or appropriate responsible parties to ensure the accuracy and timeliness of policies and procedures related to their areas. This responsibility includes a bi-annual review, from date of last revision, of all policies.

Policy Committee

The policy committee for the college will be responsible for review of all policies prior to submission for signatures. This committee will review for correct form and formatting as well as consistency of the policies across all divisions. Any recommendations for content change will be forwarded to the policy owner. The policy committee will consist of at least one representative from each of the following areas:

- Faculty from each department
- Curriculum Coordinator

Reference Policy # _____

Approved by:		
_____	Provost/VP _____	_____
Signature	Title	Date
Approval History:		
Committees and Dates:		
Policy Committee – 9/27/10		

- Financial Aid
- Finance
- Administration

The committee chair will be appointed by the Provost.

Procedure

- All policies and procedures of BSMCON will utilize the standard form and format established by Memorial Regional Medical Center.
- All revised policies will carry both the date they were established and the date(s) they were reviewed or amended.
- Only the party with the authority to establish a policy may revise or abolish it. This party is noted on the first line of the approval history.
- All policies of BSMCON will reside on the intranet and internet server for the BSMCON. This will be the official location of all policies and procedures and will be available to the campus community in an electronic format.
- The chair of the Policy Committee will be responsible for the maintenance of BSMCON's policies and procedures. Key administrators are responsible for identifying within their areas, policy needs, for recommending appropriate policy and procedures, and for assuring adherence to established policies and procedures in the conduct of their areas affairs.
- All policies will be signed by the appropriate Dean and the Provost.
- Policies will be referenced as appropriate.