

**Policy:** Protocol for Reviewing and Updating Policies

**Scope:** School Wide

**Original Effective Date:** April 2021

**Last Revision Date:** November 2023

**Next Policy Review Date:** June 2025

#### Purpose:

The School of Health Professions (SOHP) at SUNY Downstate Health Sciences University has established a set procedure for reviewing, revising, and approving policies. This ensures that our policies are up to date, relevant and in line with applicable state and accreditation guidelines, regulations, and best practices.

#### Overview:

- 1) The SOHP Committee on Academic Policy oversees the academic policy review process and the SOHP Committee of the Faculty and Professional Staff oversees non-academic policies.
- 2) Each Committee will maintain a schedule of review dates and informs the relevant stakeholders well in advance so that they can provide any necessary updates.
- 3) All newly drafted policies and revisions must use the school's standardized policy template and are discussed during the SOHP Faculty and Staff Assembly quarterly meeting where faculty and staff engage in discussion and provide feedback and vote on proposed changes.
- 4) All policies are maintained in a central repository that is accessible to all faculty and staff in the SOHP.
- 5) Review Cycle:
  - a. Spring of each academic year, each program submits its program's manual(s)/policies to the SOHP Committee on Academic Policy
  - b. the Office of Student Affairs forwards for review and approval the SOHP's school wide policy in the University's Student Handbook to the Associate Dean for Program Operations and Quality and the Committee on Academic Policy.
  - c. The campus Schools Bulletin/Course Catalog and Faculty Handbook are reviewed at a minimum of every three years.
  - d. All other policy reviews are conducted as necessary.

Accessible: [https://www.downstate.edu/education-training/school-of-health-professions/ documents/protocol\\_policy\\_review Updating.pdf](https://www.downstate.edu/education-training/school-of-health-professions/documents/protocol_policy_review Updating.pdf)