

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING
POLICY # A-1**

TITLE: POLICY ON POLICIES

POLICY: The process of formulating, distributing, posting, reviewing, revising and retaining or deleting policies may be initiated by administrators, faculty, and staff within the appropriate College of Nursing committees. New policies will be reviewed after one year and current policies will be reviewed every five years. The Faculty Organization President and Dean will remind Level I designees of policies to be reviewed for a given year in the annual charges. Every policy is to be written using the same format illustrated by this policy.

RATIONALE:

Outlining a process for policy formulation, distribution, posting, review, revision and retention or deletion ensures that appropriate input is solicited from individual(s) and/or group(s) for all new and existing policies. Regular review of policies ensures relevance and facilitates communication among the college campuses. Posting policies on the College web site provides for easy, up-to-date access.

Level I: Level I is the first level of review and is the level responsible for the formulation/distribution/posting/review/revision/retention or deletion of policies. Level I is also responsible for requesting faculty input (2 week review period), and sending the policy to Level II for final review.

Level II: Level II is the second level of review and is the individual/committee responsible for final sign-off on the policy. Level II may send the policy back to Level I for changes, is responsible for communicating back to Level I when final approval has been granted and making sure the final version is posted on the College web site.

NOTE: See the Policy Manual Index located on the College web site for appropriate delineation of Level I and Level II.

See "[Procedure on Policies](#)" document.

Approvals:

Level I: Executive Council (May, 2011)

Level II: Dean (May, 2011)