



POLICY MEMORANDUM

Policy No. 1

NUMBERED POLICY MEMORANDUMS

August 6, 2003

The purpose of this memorandum is to establish a policy for numbering, review and format for Medical School-wide policies. Policies which are considered permanent in nature will be published as Medical School Policy Memorandums.

1. Responsibilities

- a. The Dean will approve all numbered Medical School-wide policies.
- b. Appropriate Dean and/or Director can approve all internal published Department policies.

2. Procedures

- a. All Policy Memorandums will be maintained in a current status at all times.
- b. All Policy Memorandums will be prepared in the same format as this Memorandum. An electronic format is available from the Dean's Office.
- c. The number scheme of the Policy Memorandums will be maintained and assigned by the Dean's Office.
- d. If a Policy Memorandum is three years old, it will automatically be due for review and republication.
- e. If a policy memorandum should be completely deleted, a memorandum signed by the appropriate Director and/or Dean should be sent to the Dean's Office requesting deletion of the policy.

PREPARED BY: BUSINESS OFFICE

APPROVED BY:

A handwritten signature in black ink, appearing to read "Betty M. Drees".

BETTY M. DREES, M.D., F.A.C.P.
DEAN AND PROFESSOR OF MEDICINE