

INTRODUCTION

The Policies and Procedures Manual has been created for the College of Medicine and in particular for the use of the Dean's Office staff in responding to administrative issues or questions (both routine and infrequent) which arise. It brings together in one convenient location policies and procedures affecting many areas of the College's programs and functions. The Manual is intended to serve as a resource that can be easily updated as the need occurs.

The Manual is organized according to specific sections reflecting functional areas. Policies and procedures are assigned to specific areas and given numbers according to the following plan:

- A Series (A) Organizational Structure
- 100 Series (B) General College Operations
- 200 Series (C) Admissions
- 300 Series (D) Student Affairs
- 400 Series (E) Education
- 500 Series (F) Educational Development and Support
- 600 Series (G) Physician Associate Program
- 700 Series (H) Graduate Medical Education
- 800 Series (I) Continuing Medical Education
- 900 Series (J) Finance

Each of these series has been assigned a section tab with a letter designator (B, C, D, E, etc.). The pages are numbered according to the section designation, e.g., B1, B2, C3, D5, E18. This plan allows for easy access to the specific policy and makes updating the manual simple by merely replacing the selected pages with the new policy.

A full display of the structure of the Manual is shown in the Table of Contents.

The central repository for the Manual is in the office of the Executive Dean and will be maintained by that office. Word processing revisions of existing policies and procedures and issuance of new pages for the manual will be handled by this office. Each location represented in the Manual is responsible for maintaining current information.

This Manual is a work in progress and will continue to evolve. Suggestions for improvement for additional items are welcome. However, we do wish to keep this manual in a reasonable size and easy to use.

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