

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Modification and Maintenance of Handbooks and the College Catalog		SOP #: GA.008.00
Effective Date	6.23.2020	
Last Revision/Review	8.27.24 (Reviewed)	

1. Purpose

The development and maintenance of the employee handbook, faculty handbook, student handbook and the College Catalog shall include the review of Responsible Officials in consultation with the Office of Institutional Effectiveness.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Office of Faculty Affairs, Office of Human Resources, Office of Student Affairs, Office of Institutional Effectiveness

4. Definitions/Abbreviations

5. Procedural Steps

1. The custodian of the student, employee and faculty handbooks is the Office of Institutional Effectiveness.
2. The Office of Institutional Effectiveness will ensure handbooks are reviewed annually in consultation with Responsible Officials:

Handbook	Responsible Official	Annual Review	Publication
Employee	Director of Human Resources	Dec/Jan	Jan
Faculty	Asst. Dean of Faculty Affairs	May/June	June
Student	Exec. Director of Student Affairs	May/June	June

- a) Any College stakeholder may propose modifications to handbooks to the Office of Institutional Effectiveness. Any consideration of change will be performed in consultation with the Responsible Official.
- b) The Office of Institutional Effectiveness and the Responsible Official will supervise the development and composition of modifications and may designate and authorize others to assist utilizing redline edits. Other College personnel who may be significantly affected by a revision/modification may be consulted. This includes the Dean/CAO and/or President and, as permitted and necessary, the College's General Counsel.
- c) The Office of Institutional Effectiveness ensures that the proposed edits are not in conflict with existing policies and/or procedures and other regulatory requirements. In the event of a conflict, the draft will be returned to the Responsible Official to assist

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- with further development.
- d) If there is no conflict, the Office of Institutional Effectiveness moves the edit to the Dean (student, faculty) or VP of Administration and/or the Director of Human Resources (employee) for final approval.
 - e) Once approved, the Office of Institutional Effectiveness works with the webmaster to post on the College website. Updates to handbooks, policies and procedures are communicated to the College community by the Office of Institutional Effectiveness.
 - f) There are times where regulatory requirements, policies or procedures necessitate an edit/change. The Office of Institutional Effectiveness will work with the Responsible Official to ensure the appropriate edits are made.
2. The custodian of the College Catalog is the Office of Institutional Effectiveness.
- a) The College Catalog undergoes a review process each academic year, prior to publication in April, which is facilitated by the Office of Institutional Effectiveness.
 - i. The Catalog is subject to regulatory requirements under the State of New Mexico and the State of Texas.
 - ii. The Office of Institutional Effectiveness consults the following departments for review and revisions to the College Catalog:
 - 1) Admissions
 - 2) Financial Aid
 - 3) Registrar
 - 4) Student Affairs
 - 5) Pre-Clinical Education
 - 6) Clinical Education
 - 7) Human Resources
 - 8) Office of Research
 - 9) Anatomy
 - 10) Library
 - 11) Curriculum Committee
 - b) The Office of Institutional Effectiveness ensures that revisions are consistent with previously approved policies and procedures.
 - c) Any changes to admissions requirements and graduation requirements must be approved by the Board of Trustees prior to inclusion in the Catalog.
 - d) Any substantive changes made to the Catalog after its publication date are required to be documented in an addendum to the Catalog and posted to the website.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

Annual

8. Signature

Approved by
Dept. Head Institutional Effectiveness

8.27.24
Date

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9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement? (if applicable)	Approval Date