

80.00.001 GRADUATE SCHOOL POLICY ON POLICIES

Policy on Policies

PURPOSE

This policy formalizes the framework by which Policies, Standards and Procedures (“Policy Documents”) are created, developed, issued, maintained, tracked, and reviewed by the St. Jude Children’s Research Hospital Graduate School of Biomedical Science, LLC (“Graduate School”). This policy aims to promote transparency, consistency, compliance with law and regulation, and effective communication with the Graduate School community.

SCOPE

This policy and its accompanying procedures apply to the Graduate School and all Graduate School staff that will be creating, revising, approving, and retiring policy documents.

STAKEHOLDERS AFFECTED BY THIS POLICY

Stakeholders who must comply with this policy include any Graduate School stakeholder, including any individual, student, faculty member, administrator, staff member, group or committee that participates in developing, revising, or sponsoring a Graduate School policy document.

POLICY

- 1.1. The Board of Trustees of the Graduate School is the ultimate approval authority for all Graduate School policies. Through this policy, the Board of Trustees delegates approval authority to the Dean and standing committees within the Graduate School.
- 1.2. The Dean of the Graduate School (“Dean”) or designee has general control and supervision over all matters pertaining to the Graduate School and its activities, subject to the advice and approval of the Board of Trustees.
- 1.3. Any Graduate School stakeholder may identify the need for a new policy document or recommend revision(s) to help the Graduate School meet its strategic missions and/or to ensure legal and regulatory compliance. All staff with responsibility for policy document development should be aware of and ensure that their policies comply with the policy framework. Information on the framework will be communicated to all staff and the policy framework will be published on the Graduate School website.
- 1.4. St. Jude Children’s Research Hospital employees may assist with the drafting and reviewing of policy documents.

PROCEDURE

80.00.001 GRADUATE SCHOOL POLICY ON POLICIES

2.1 General

- 2.1.1. A template is available in Appendix A to assist with policy document development. Policies should be in the policy template.
- 2.1.2. The following guidelines should be considered when writing or revising procedures, (rational exceptions can occur).
- 1) A policy document should include:
 - a. Graduate School name and logo, as well as page number, page x of y, in the header of every page.
 - b. The effective date of the policy and date of subsequent revisions.
 - c. Section number, as XX.YY.ZZZ, where XX represent the policy section, YY represent the category and ZZZ represent the specific policy within that section and category.
 - d. Policy title and introduction to include the purpose of the policy, the aims and objectives and its scope.
 - e. Main body of the policy, with all sections and paragraphs numbered (PURPOSE, SCOPE, STAKEHOLDERS AFFECTED BY THIS POLICY, POLICY, PROCEDURES, DEFINITIONS, REFERENCE DOCUMENTS, FORMS AND OTHER DOCUMENTS).
 - 2) Policy documents should be written in a clear, concise, and readable format.
 - 3) Avoid using information that may become out of date (for example, use job titles rather than names).
 - 4) If acronyms are used, the full name should be used in the first instance with the acronym in brackets.
 - 5) Formatting should be consistent with the template, i.e. for consistency and readability, use a 10pt Font in Calibri.
 - 6) The last page of the policy must contain POLICY DETAILS, REVISION HISTORY, and APPROVALS (policy sign-off and ownership details section).

2.2. Policies Documents Review and Approval

- 2.2.1. Before a policy document can be implemented it must go through an approval process. This generally includes the following steps: consultation and approval.
- 2.2.2. Consultation with key stakeholders, seeking their contribution, should be carried out before a draft policy document is submitted for approval with sufficient time allowed for consideration. Stakeholders should also be consulted as part of the review process. The appropriate authorities should be given an opportunity to review and provide input on policies in their purview before it is approved by the designated approval authority. The following authorities will be able to review and provide input in each policy category:
- Administrative policies: Input can be provided by the Curriculum Committee, the Graduate Faculty Appointments and Reappointments Committee (GFARC), the Graduate Advisory Council, and the Dean.
 - Academic policies: Input can be provided by the Graduate Advisory Council, the Faculty Assembly, and the Admissions Committees.
 - Student policies: Input can be provided by the Curriculum Committee, the Admissions Committees, the Graduate Advisory Council, and the GFARC.

80.00.001 GRADUATE SCHOOL POLICY ON POLICIES

- Faculty policies: Input can be provided by the Curriculum Committee, the GFARC, the Faculty Assembly, the Graduate Advisory Council, and the Dean.
- Governance policies: Input can be provided by the Curriculum Committee, the GFARC, the Graduate Advisory Council, and the Dean.

2.2.3. Policies must be approved by the appropriate approval authority before they are implemented and communicated. The policy owner will ensure that the policy documents are signed and routed for final approval. The following authorities will be responsible for approvals in each policy category:

- Administrative policies: The Dean or designee approves all the administrative Graduate School policy documents. The Dean or designee has the authority to delegate to Graduate School leadership (including Associate Deans, the Assistant Deans, the Operations Coordinator, and the Registrar as examples) the ability to develop policy documents for their areas of responsibility.
- Academic policies: These policies are approved by the Curriculum Committee.
- Student policies: These policies are approved by the Dean.
- Faculty policies: These policies are approved by the Board of Trustees.
- Governance policies: These policies are approved by the Board of Trustees.

2.3. Implementation and Communication

2.3.1. The policy document owner has responsibility for the effective communication of the policy to the relevant target audience. Changes to Graduate School staff policies will generally be promoted via a training platform, supported by all-staff emails. Student-facing policies will follow a similar approach and will be available on the student portal or other platforms.

2.3.2. The policy owner should assign appropriate learning modules or class assignments to relevant target users.

2.4. Retention and Storage

2.4.1. The policy owner is responsible for providing a copy of the final, signed, and approved version to the appropriate Graduate School administrative staff member.

2.4.2. The Graduate School utilizes a policy platform that is the primary location for storing all current and retired Graduate School policy documents.

2.4.3. A Graduate School administrative staff member is responsible for uploading signed and approved policy documents to the Graduate School policy platform and Graduate School policy documents library on the home page.

2.4.4. The policy owner is responsible for ensuring that previous versions of policies are stored in the policy platform permanently.

2.4.5. To improve accessibility of the Graduate School's policy documents for staff, students and other interested parties, links to public policies are available on the Graduate School's home page under the Administration tab.

80.00.001 GRADUATE SCHOOL POLICY ON POLICIES

2.5. Review Process

- 2.5.1. At a minimum, documents will be reviewed at least annually and as needed to implement timely updates.
- 2.5.2. It is the responsibility of the policy owner to establish the review date/interval and complete the review at the appropriate time.
- 2.5.3. A reviewed policy, which is subject to the relevant approval processes, will have a new version number. At each formal review the policy should have a new version number, starting with V0.0 for all new generated policy documents with effect from 2022/2023 upon the introduction of this framework, V1.0 on subsequent review, etc. A policy document may need to be retired, rather than revised, as operational or regulatory requirements evolve. The decision of retiring a policy is the responsibility of the approval authority for the respective policy category. Retired policy documents should be stored in the policy platform under the retired tab.
- 2.5.4. Versioning should be contained in the revision history table at the end of the policy and not in the document title.

2.6. Compliance

- 2.6.1. The policy owner is responsible for ensuring compliance with the policy framework.
- 2.6.2. An annual compliance check against the policy framework is undertaken by the Graduate School where up to 5 policies will be assessed on whether they comply with the framework, including correctness of review, the accurate approval route and correct use of the policy.
- 2.6.3. Compliance with this policy may be assessed during any or all assessment activities which includes, but is not limited to, accreditation reviews and external agency reviews.

DEFINITIONS

Terminology

Policy: Writing intended to guide actions and assist in the conduct of Graduate School affairs. Characteristically, a policy...

- Reflects a governing principle that mandates or constrains action,
- Has a stakeholder application,
- Changes infrequently, setting a course for the foreseeable future,
- References but does not delineate how to implement the mandated or constrained action
- Helps ensure compliance with applicable laws and regulations,
- Reduces institutional risk, and
- Is approved at executive levels of the Graduate School, with the understanding that all such institutional governance writings must ultimately be approved by the Board of Trustees.

80.00.001 GRADUATE SCHOOL POLICY ON POLICIES

Procedure: A procedure describes how to implement a policy and its directives.

Substantive change: A substantive change is a significant modification to the content or scope of a policy document. Substantive changes must go through the appropriate approval process.

- Examples of a substantive change might include the expansion of the class or number of stakeholders whose compliance is mandatory, alterations to procedure, alterations to governance structures approving the policy. Examples of non-substantive changes include reformatting policy content for clarity while making minor changes to content (if any); rephrasing, where the meaning or impact of the clause is not altered; removal of words or sentences that expose the Graduate School to legal or other appreciable risks without fundamental alteration of the policy's purpose or impact; addition of wording that reduces/eliminates legal or other appreciable risks.

Retired policy: Prior versions of a policy are considered retired policies.

Graduate School stakeholder: Any individual, student, faculty member, administrator, staff member, group or committee that participates in developing, revising, or sponsoring a Graduate School policy.

Policy owner: The individual responsible for the policy documents' development, dissemination, review, and routing for approval. The policy owner has the authority to make clerical changes to policy documents, including updating names, offices, links, citations, and formatting.

Policy alternate: The designated individual who takes the role as owner if the policy owner is unable to do so.

Policy sponsor: A sponsor may be the Dean or designee, any associate Dean, any assistant Dean, or some other senior person with expertise in the policy content. A sponsor may perform the same tasks as the policy owner and move the policy through the approval process.

Approval authority: The appropriate authorities (including the Board of Trustees, committees, and Dean) formally charged with policy approval and governance oversight, as stated in relevant sections of the Operating Agreement or standing committee charters. While the ultimate approval authority is the Board of Trustees, other approval authorities include the Dean, and standing committees. The approval authority varies by policy category. The approval authority receives the advice and consent of designated faculty, staff, students and/or executive leadership on Graduate School policies.

Policy Categories

Administrative policy: Policies related to the administrative operations of the Graduate School, including management of information, finance, human resources, facilities, marketing, communication, legal, and risk management, and ownership and licensing.

Academic policy: Policies related to academic affairs, including degree-granting programs, curriculum, and student advancement.

Student policy: Policies related to student affairs, including student services, admissions, grievances, and student conduct.

80.00.001 GRADUATE SCHOOL POLICY ON POLICIES

Faculty policy: Policies related to faculty affairs, including employment, appointments, promotions, evaluations, faculty development, complaints, and academic freedom concerns.

Governance policy: Policies related to Board Bylaws, Dean's evaluation, Board conflicts of interests, and Policy on Policies.

Governance Structures

Board of Trustees: The Board of Trustees is the body responsible for management and oversight of the Graduate School.

Graduate Advisory Council: The Graduate Advisory Council ("the Council") serves as an advisory council to the Dean. It represents Graduate School leadership and faculty. The Council is responsible for providing input on relevant policies, reviewing non-academic institutional effectiveness structures, and advising the Dean on strategic matters related to the Graduate School.

Faculty Assembly: The Faculty Assembly ("the Assembly") serves as a mechanism for faculty participation in Graduate School governance. The Assembly represents all the at-large Graduate School faculty. It is responsible for selecting faculty to constitute the other committees and commenting on relevant policy documents, new academic programs, and major curriculum changes.

Curriculum Committee: The Curriculum Committee is one central committee with three subcommittees for each academic program. The Curriculum Committee is responsible for overseeing curriculum management and periodic reviews of academic programs, including developing, reviewing and updating as necessary the program's curriculum.

Graduate Faculty Appointments and Reappointments Committee (GFARC): The GFARC is responsible for overseeing faculty management processes such as faculty appointments and reappointments to the Graduate School.

Admissions Committee: The Admissions Committee for each academic program is responsible for establishing the standards for admission into each Graduate School program and identifying the best candidates for entry into each program.

80.00.001 GRADUATE SCHOOL POLICY ON POLICIES

REFERENCE DOCUMENTS

N/A

FORMS AND OTHER DOCUMENTS

- Appendix A: Policy Template

POLICY DETAILS

Policy Type	Policy Revision
Policy Number	80.00.001
Policy Category	Governance
Policy Sponsor	Steven Varga
Approval Authority	Board of Trustees
Policy Effective Date:	July 1, 2023
Policy Owner (Contact Info)	Steven Varga (steven.varga@stjude.org)
Policy Alternate	Steven Varga
Last Review Date	May 30, 2025
Next Scheduled Review Date	By June 1, 2026

REVISION HISTORY

V1.0 – January 25, 2023

V2.0 – August 16, 2024

APPROVALS

Board of Trustees – Approved on January 25, 2023

Board of Trustees – Approved on August 16, 2024

XX.YY.ZZZ [POLICY NAME]

Appendix A: Policy Template

PURPOSE

SCOPE

STAKEHOLDERS AFFECTED BY THIS POLICY

POLICY

PROCEDURE

DEFINITIONS

REFERENCE DOCUMENTS

FORMS AND OTHER DOCUMENTS

POLICY DETAILS

Policy Type	[New Policy or Policy Revision]
Policy Number	XX.YY.ZZZ
Policy Category	[Policy Category]
Policy Sponsor	[Policy Sponsor]
Approval Authority	[Approval Authority]
Policy Effective Date:	[Policy Effective Date]
Policy Owner (Contact Info)	[Policy Owner and Contact Information]
Policy Alternate	[Policy Alternate]
Last Review Date	[Last Review Date]
Next Scheduled Review Date	[Next Scheduled Review Date]

REVISION HISTORY

APPROVALS