

LSUHSC-NO

Protocol for Developing & Implementing Chancellor's Memoranda

Effective: March 6, 2023

I. PURPOSE

This document provides procedural guidance for the development, approval, revision and rescindment of Chancellor's Memoranda (CMs), the campus-wide policies specifically applicable to Louisiana State University Health Sciences Center – New Orleans (LSUHSC-NO) for the purpose of sound and clear institutional governance, management and operations.

II. DEFINITIONS

Chancellor's Memoranda (CM): binding LSUHSC-NO campus-wide policies that (i) establish standard academic / operating / management policies and procedures and (ii) implement or interpret various laws, rules, regulations, or applicable policies. CMs are not binding upon other institutions within the LSU System and are subordinate to policies of the LSU System issued as Permanent Memoranda, to the *Bylaws* and *Rules & Regulations* of the LSU Board of Supervisors, and to state and federal regulations, policies, and statutes.

Monitoring Unit: the senior administrative division or specific operational unit responsible for the ongoing implementation, regular periodic review, and proposed revision of a specific CM.

III. GENERAL PROCEDURES

1. The Chancellor or their designee is responsible for managing the CM policy processes outlined below. A style guide is appended to ensure uniformity in the development or revision of CMs. Prior versions of CMs will be archived and maintained for reference purposes.
2. Initiating a proposed new CM
 - a. Proposals for new CMs shall be submitted through administrative channels of the appropriate vice chancellor, who will provide for review within their division and assign a monitoring unit.
 - b. To aid in the policy development process, the monitoring unit shall provide (i) a summary of the proposed new policy, (ii) all pertinent supporting information including justification and stakeholder analysis, and (iii) a draft of the proposed policy.
 - c. Should the proposal be judged sufficient for further consideration as a new CM, the vice chancellor will forward the results of the divisional review to the Chancellor's Office along with a recommendation of any other units external to their division that should be included in the subsequent review process.
 - d. The Chancellor or their designee will, within a reasonable time of receipt:
 - i. review and revise the draft new CM as necessary, in conjunction with applicable campus experts;
 - ii. circulate a draft new CM to the vice chancellors, general counsel, compliance, deans, and faculty senate leadership for administrative input and approval;
 - iii. once approved by all administrative and faculty leadership and the Chancellor, finalize implementation by formal signature; and
 - iv. coordinate campus-wide distribution of the new CM through IT via the LSU-HSCNO institutional policy website.

3. Revising an existing CM
 - a. Proposals for revising existing CMs shall be submitted through administrative channels of the applicable monitoring unit to the appropriate vice chancellor, who will provide for review within their division.
 - b. To aid in the policy revision process, the monitoring unit shall provide (i) a summary of the proposed changes, (ii) all pertinent supporting information including justification and stakeholder analysis, and (iii) an edited / red-lined version of proposed changes to the existing CM.
 - c. The vice chancellor will forward the results of the divisional review to the Chancellor's Office along with a recommendation of any other units external to their division that should be included in the subsequent review process.
 - d. The Chancellor or their designee will, within a reasonable time of receipt:
 - i. review and revise the proposed CM revisions in conjunction with applicable campus experts;
 - ii. circulate a draft revised CM to the vice chancellors, general counsel, compliance, deans, and faculty senate leadership for administrative input and approval,
 - iii. once approved by all administrative and faculty leadership and the Chancellor, finalize implementation by formal signature; and
 - iv. coordinate campus-wide distribution of the revised CM through IT via the LSU-HSCNO institutional policy website.
4. Rescinding a CM: In the event that a CM is recommended for rescission, the monitoring unit must provide justification for such action to the appropriate vice chancellor. If the vice chancellor agrees, the CM shall be routed for administrative review as outlined above.
5. Regular Review of CMs: In order to assure that institutional policies remain compliant with applicable university, state, and federal laws, rules, and regulations, and to ensure internal consistency among all LSUHSC-NO policies and guidelines, the CMs will be routinely reviewed by the applicable monitoring unit on a rotating basis every three years.
6. Final authority: The Chancellor has final authority regarding approval and promulgation of CMs.

IV. POLICY DISCLAIMER

LSUHSC-NO takes due care to assure that CMs, when issued, comply with applicable controlling laws, rules, and regulations. However, changes in such laws, rules, and regulations may result in all or a portion of a CM becoming null or incorrect until a necessary revision is made. In such cases, those portions of a CM that are contrary to or in conflict with any controlling law, rule, or regulation will become invalid; to the extent that the remainder of the CM is unaffected by a change in controlling laws, rules, and/or regulations, that remaining portion of the CM will remain valid and in effect.

APPENDIX
Style and Formatting Guidelines for Chancellor's Memoranda

[Download CM Template Word document](#)

(NOTES:

- *USE font Calibri, size 11, Normal Margins*
- *The following header information is bolded, in the upper left of the document.)*

Chancellor's Memorandum
CM-XX NAME of POLICY

Initially Issued: (effective date of initial approval)

Last Revised: (date of latest revision approval)

Reviewed: (date of last periodic review by monitoring unit)

Monitoring Unit:

(NOTE: Organize by the following document section headings, in uppercase/ bolded, in the following order, and number each paragraph within each section.)

I. **PURPOSE:** brief statement of the overall purpose and rationale for the policy

II. **DEFINITIONS:** terms used specifically and consistently and capitalized throughout the CM

III. **GENERAL POLICY GUIDELINES:** statements defining detailed components of the policy

IV. **PROCEDURES:** as many sections as needed to define specific instructions, processes, or procedures as required for implementation of the policy (may be presented in one section or multiple specific procedural sections as needed for clarity)

V. **OPTIONAL OTHER SECTIONS, INCLUDED AND TITLED AS NEEDED**

VI. **REFERENCES:** lists all cited or underlying LSU System policy, federal, state, or other laws or regulations, as well as other related CMs