



**MEDICAL COLLEGE OF GEORGIA
ADMINISTRATIVE POLICIES AND PROCEDURES**

POLICY ROUTING INSTRUCTIONS

1. Please indicate if the policy you are proposing is:

New

If developing a new policy, please contact Mickey Williford in the Office of Decision Support at shwillif@mcg.edu for assistance with policy analysis and benchmarking.

Current with Major Revisions

Revisions that will alter the administrative practices of MCG including merging of policies, changes to reporting structure, etc.

Current with Minor Revisions

Revisions that do not alter the administrative practices of MCG, including grammatical/spelling changes, changes of titles (when reporting structure is unchanged), and other language modifications.

Recommended for Decommissioning

Transfer of Ownership

2. Attach a copy of the policy in publishable form and forward an electronic copy to jhopkins@mcg.edu (unless you are recommending decommissioning or transferring ownership to another unit).

3. Briefly describe the purpose of this policy action. If transferring ownership, list the unit that will own this policy in the future.

4. Sign below and forward to supervising Dean or Vice President for their approval:

Initiator Signature

Date

Initiator's Printed Name

Initiator's Phone Number

APPROVED:

Supervising Dean or Vice President

Date

Supervising Dean or Vice President
(if different after transfer of ownership)

Date

5. Send original form with all signatures to:

**Office of Decision Support
Administration Building, RM 312**

New policies and policies with major revisions will be routed to the President's Cabinet for review two weeks in advance of the next scheduled meeting. At the scheduled Cabinet meeting, policies will be discussed and, if appropriate, approved. Policies requiring major amendments will be returned to the originating unit with instructions from Decision Support.

6. The President is the final approval authority for all MCG policies.

Questions? Please call 721-7134