

Policy to Establish Official Sections Within an Existing Academic Unit at the Medical College of Georgia



Medical College of Georgia

Academic, Research, and Student Affairs
Policy Library

Policy to Establish Official Sections Within an Existing Academic Unit at the Medical College of Georgia

Policy 2.05
Volume 2 Academic Affairs
Chapter 05 Policy to Establish Official Sections Within an Existing Academic Unit at the Medical College of Georgia
Responsible Office: Academic Affairs
Originally issued: July 28, 1987
Revised: 07/20/01; 04/14/03

Policy Statement

Sections at the Medical College of Georgia can be formed to address a particular healthcare need or to recognize a subspecialty within a particular discipline under the conditions and procedures set forth in this policy.

Reason For Policy

An academic unit may find it beneficial to establish official sections based on a particular healthcare need or to recognize a subspecialty within a discipline. This policy is required to ensure that sections are equitably established within the various academic units at the Medical College of Georgia.

Entities Affected By This Policy

All academic unit chairs and administrators are affected by this policy.

Who Should Read This Policy

All Chairs of academic units at the Medical College of Georgia should know and observe this policy. All Deans of schools at the Medical College of Georgia should know this policy and observe this policy.

Contacts

Contact	Phone	e-mail/URL
Vice President for Instruction and Enrollment Management and Associate Provost for Academic Affairs	706-721-3096	http://www.mcg.edu/aaffairs/associate/

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p205.pdf>

Policy to Establish Official Sections Within an Existing Academic Unit at the Medical College of Georgia

Overview

Sections at the Medical College of Georgia can be formed to address a particular healthcare need or to recognize a subspecialty within a particular discipline under the following conditions:

- There should be at least two FTE departmental faculty members associated with the program.
- The magnitude of the section’s responsibility in terms of (a) patient care volume, (b) research activities, and (c) educational volume must justify the sectional designation as opposed to a program, function, or service designation.

Process/Procedures

To establish a new section within an academic unit:

1. A recommendation for approval must be submitted to the Dean of the School. Documents supporting the minimum requirements must be included.
2. Upon approval of the Dean, the recommendation must be submitted to the Office of Faculty Affairs for policy review.
3. After approval by the Office of Faculty Affairs, the recommendation is submitted to the President for institutional approval.
4. Approval notification with instructions to proceed will be forwarded to the Dean’s Office.
5. Appointment of Section Chief must be recommended through the Faculty Action and Approval Process (FAAP). Faculty assigned to the Section Chief may be listed in the justification section of the Action Form recommended by the Section Chief.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 2.05, Policy to Establish Official Sections Within an Existing Academic Unit at the Medical College of Georgia, are:

Dean of respective school	Approve request to establish new section
Office of Faculty Affairs	Conduct policy review of request to establish new section
Provost	Approve and forward to President
President	Approve request. Forward to Dean’s Office
Dean	Appoint Section Chief through Faculty Action and Approval Process