

# **Policy on Educational Policy Creation**

## **I. PURPOSE**

University of Pittsburgh School of Medicine (UP SOM) has a clear expeditious pathway to the creation and modification of educational policies, consistent with applicable legal and regulatory guidance to help the school fulfill its mission effectively and efficiently.

## **II. SCOPE**

This policy applies to anyone creating and modifying educational policy at UPSOM.

## **III. POLICY**

Educational policies fall into two main categories: Curriculum and Administrative. Administrative includes Admissions/Financial Aid, Graduate Programs, and Student Affairs policies.

In designing a policy, authors should follow a standard format:

- I. Purpose (what the policy addresses—needs/problems/opportunities)
- II. Scope (to whom the policy applies)
- III. Policy
- IV. Policy Author(s)
- V. Related Policies and Procedures (if any)
- VI. References (if any)
- VII. Approvals (with dates of approvals/revisions)
- VIII. Procedures

Scope of authority:

For Educational Curriculum policies, the Curriculum Committee serves as the decision-making authority to approve such policies.

For all other educational policies, including administrative policies, the Educational Policy Council (EPC) serves as the decision-making authority..

## The Educational Policy Council (EPC)

The EPC is chaired by the Vice Dean for Education (who does not vote unless there is a tie) and consists of seven other voting members:

### Ex officio:

- Executive Vice Dean for Academic Affairs as the Dean's designee and Chief Academic Officer
- Associate Dean for Admissions/Financial Aid
- Associate Dean for Medical Education,
- Associate Dean for Student Affairs
- Assistant Dean for Accreditation and Continuous Quality Improvement

### Elected:

- Two Vice Chairs of Education (one basic science and one clinical), who are elected by the Vice Chairs of Education.

Elected faculty serve a three-year term for up to two terms, after which they must take a one-year hiatus before being eligible to rejoin the committee.

The EPC chair makes recommendations on development and review in consultation with the Executive Vice Dean for Academic Affairs. The first level of review will be conducted by the most directly relevant vetting body (e.g., another standing committee such as the Committee on Student Promotions or an office that has responsibility to implement a policy). Some policies may require review from more than one body, including general counsel or human resources, if applicable; other policies may not have a direct vetting body at all. The EPC chair makes that decision in consultation with the Executive Vice Dean for Academic Affairs.

The EPC works with other administrative leaders to ensure that any policy proposal or revision is consistent with legal, regulatory, and university standards. Policies reviewed by the full EPC require a simple majority for approval with a quorum being five members.

The Executive Vice Dean for Academic Affairs determines if the policy requires further level(s) of approval by the Executive Committee and/or the UPSOM Dean.

At any point in this process, suggestions may be made to improve the policy; authors are responsible for making requested changes and resubmitting the modified policy for consideration at the level that requested changes (again, excepting Curriculum Committee policies, which do not get reviewed at these levels).

Once a policy achieves final approval, it is posted on the website of the Office of Medical Education, which houses the central repository of policies. New policies take effect immediately after final approval unless otherwise stated. UPSOM administrators are responsible for communicating the policy to the community as appropriate.

As a school committed to ongoing continuous quality improvement, policies and procedures may be revised at any time. Any subsequent policy revisions must go through the same process, except for minor revisions.

Existing policies are reviewed at least every two years by the EPC to assure continued appropriateness; any needed changes can trigger a revision. Minor revisions are shared with the EPC and any member may request a full committee review.

Modifications of procedures require the approval of the Vice Dean for Education.

In extraordinary circumstances the UPSOM Dean or designee has the latitude to come to a different conclusion than what is indicated in an EPC-approved policy.

#### **IV. POLICY AUTHOR(S)**

- Educational Policy Council

#### **V. RELATED POLICIES AND PROCEDURES**

None.

#### **VI. REFERENCES**

LCME Standard 1.5: Bylaws  
LCME Standard 8.1: Curricular Management

#### **VII. APPROVALS**

Educational Policy Council, last revision approved May 30, 2025.  
Executive Committee, last revision approved June 27, 2025.  
UPSON Dean, last revision approved June 30, 2025.

## VIII. PROCEDURES

This procedure outlines the process for the creation, review, revision, and approval of educational administrative policies at the University of Pittsburgh School of Medicine. It applies to all individuals and working groups involved in developing or modifying educational administrative policies for both including but not limited to: Admissions and Financial Aid, Graduate Programs, and Student Affairs.

Time	Action	Responsibility
Ongoing	Identify need for new or revised policy (arising from accreditation requirements, operational needs, or committee/administrator recommendations)	Any faculty, staff, or committee member
Immediately upon drafting	Policy author(s) draft the policy using the required format and ensure all revisions are made with track changes maintained through the entire approval process	Policy author(s)
Within 2 days of policy draft creation	Policy author submits draft to EPC Chair and Assistant Dean for Education Administration	Policy author(s)
Within 2 weeks of receipt	Policy is reviewed and (1) moved forward as is, (2) minor edits are made, or (3) returned to author(s) for additional revisions. If applicable, general counsel and/or human resources is consulted	EPC Chair Assistant Dean for Education Administration Executive Vice Dean for Academic Affairs General Counsel/HR (if applicable)
Within 1 week of edits	Near-final draft is sent to the Executive Vice Dean for Academic Affairs for final review of content and determination of approval levels (EPC, Executive Council, or Dean)	Assistant Dean for Education Administration
Within 1 week of receipt	Policy with track changes is sent to EPC	EPC administrative support
1 calendar week	EPC reviews and votes electronically (yes, no, abstain)	EPC members

Within 1 week of EPC approval	Policy is sent to additional approval levels (Executive Committee or Dean) if needed as per determination of Executive Vice Dean for Academic Affairs who is the Dean's designee and Chief Academic Officer	EPC administrative support
Within 1 week after all approvals	Approved policy is finalized with tracked changes removed. A pdf of the policy is posted on the Office of Medical Education website and policy updates are communicated to relevant stakeholders	EPC administrative support
Every 2 years	Policy is reviewed for continued appropriateness	EPC

**The University of Pittsburgh School of Medicine reserves the right to change these policies and procedures as needed.**