

# SOUTHWESTERN

## LAW SCHOOL Los Angeles, CA

### Posting Southwestern Policies

**Administrative policy approved October 30, 2023. Effective immediately.**

**Revision history: Revised April 2024.**

**Related policies: Policy on Conflicting or Outdated Policies.**

**Scheduled Review Date: May 2025 (CoMark and General Counsel Office)**

#### **A. Posting on the Institutional Policies Webpage**

Except in exceptional circumstances approved by the Board of Trustees or the President & Dean (Dean), all Southwestern policies will be posted on the Institutional Policies webpage. Policies may be password-protected if they are not appropriate for public view (e.g., cybersecurity protocols).

#### **B. Posting and Communication Protocols**

When a new or revised Southwestern policy is ready for posting, the following protocols will be followed:

1. Either the President and Dean (Dean) or the General Counsel, after the President and Dean reviews and approves the new or revised policy, will send the policy to the Communication & Marketing Office (CoMark) with instructions to post the policy on the Institutional Policies webpage. The instructions should indicate whether a policy is accessible to the public or restricted to certain members of the Southwestern community.
2. If the policy is new, CoMark will include a parenthetical after the policy's name with the month and year the policy was first posted (e.g., Jan 2024) and will add a "NEW" badge that will appear for 30 days after the posting date.

3. If the policy is revised, CoMark will add a "REVISED" badge that will appear for 30 days after the posting date and will update the month and year in the parenthetical after the policy's name.
4. The General Counsel will update the Excel policy tracker with the next review date and reviewing department(s) for the policy. The General Counsel's Office will notify the reviewing department about a scheduled review date the first week of the month before the review month that appears on the current policy.
5. For a new or significantly revised policy that impacts students, the Dean or the General Counsel will send a notice to the Student Affairs Office requesting them to post a notice about the policy in "Today at Southwestern" for five days. (See **Appendix 1** for an example.)
6. For a new or significantly revised policy that impacts staff, the Dean or the General Counsel will review the policy at the next All-Staff meeting. CoMark will retain prior versions of policies in Word and PDF formats. Revisions to a policy should be made to the Word version when possible.
7. For a new or significantly revised policy that impacts faculty, the Dean or Vice Dean will prepare a communication to faculty or, if the policy pertains to full-time faculty and not adjunct faculty, announce the policy or policy revision at an upcoming faculty meeting.
8. If CoMark receives a request to post a policy from someone other than the Dean or the General Counsel, they will not post the policy until they have contacted the General Counsel and received the General Counsel's approval to post the policy.

**C. Repositories**

CoMark and the General Counsel will maintain a repository of past versions of policies. They will also maintain a repository of the Word version of each current policy.

**D. Policy Revisions**

Southwestern expressly reserves the right to change or modify any aspect of these protocols at any time, with or without prior notice.

## Appendix 1: Sample Today at Southwestern Notice

### **NEW: Intimate and Familial Relationships Policy**

Students, staff, and faculty are encouraged to review Southwestern's [Intimate and Familial Relationships Policy](#), which is available on the [Institutional Policies](#) page of the website.

Southwestern seeks to maintain an academic and working environment free from perceived or actual conflicts of interest, abuses of authority, biased treatment, or favoritism. The Intimate and Familial Relationships Policy outlines relationships involving supervisory or evaluative authority that are counter to that objective and, in many cases, prohibited by the law school.

If you have any questions regarding this policy, please contact the Student Services Office (students), Human Resources (staff), or the Dean's Office (faculty).