




National University of Health Sciences General Policies

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President	Date	8-25-09		

POLICY STATEMENT

The administrative flowchart has been laid out and authorized by the President of National University of Health Sciences (NUHS). The role of administrator/supervisor is one of advocacy and management. At each administrative level, there is University policy, which shall be applied and administered to those who are being supervised. Similarly, it is the administrator's responsibility to act as an advocate for those he/she supervises and represent their point of view to the administration above him/her in the chain of command.

Procedures

In order for this system to work effectively, there must be a check and balance approach. To achieve this in all of its branches, the chain of command shall follow the administrative/organizational structure approved by the President. In all matters of operation in all branches of the University, each individual shall coordinate with all relevant personnel and departments as needed. Any apparent conflicts in priorities shall be worked out in agreement with the immediate supervisor. If, upon consultation with one's immediate supervisor, an issue cannot be satisfactorily answered or resolved, each employee has the right to discuss any such issue with the management level next above his/her supervisor. Each matter shall have been taken up originally with the immediate supervisor before going to the next level of management.

Discussion and deliberation in this manner shall be considered the standard method of operation. There shall be no reprimand or disciplinary actions against any such employee who chooses this right.

Each supervisor, to whom such an issue is presented, is responsible for determining the appropriateness of remediation or intervention in such circumstances on a case-by-case basis and is responsible to ensure that all proper channels have been followed.