

University of Northern Colorado
College of Osteopathic Medicine

Policy: Communications

Responsible Party: Dean, College of Osteopathic Medicine

COCA Standard: 7.8-1c

Review Frequency: Annually and as needed.

- The title of each faculty and staff position of the UNC COM and the reporting structure is outlined in the UNC COM organizational chart.
- Each employee will be provided with a formal job description outlining the duties and responsibilities of their role. Additional communications regarding their role and responsibilities will be communicated by university email accounts, at college and department meetings, one on one meetings with their supervisor as well as during annual performance planning and review meetings.
- Employees are expected to communicate with their direct reports and supervisors regularly using these mechanisms. General employee concerns should first be brought to their supervisor for resolution and escalated as needed. Formal university grievance policies are available to resolve concerns of all types if informal resolution fails to resolve the employee concerns.