

August 30, 2023

Campus Administrative Manual Committee

Kristin McMurray, *Chair*
Nizam Arain
Stacey Ballmes
Stephen Bryan
Robb Craddock
Laura Czys
Charles Geigner

Malikah Gordon
Chris Harris
Darla Hill
Kristi Kuntz
Linda Lee Drozt
Paul Lucas
Allison McKinney

Lowa Mwilambwe
Sharon Reynolds
Alex Schmidt
Laura Tison
Campus Legal Counsel designee, *Ex-officio*
Erin Johnson, *Ex-officio*

Dear Colleagues,

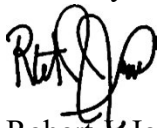
I write to request you serve on a committee to oversee the process and contribute to the review of the policies in the Campus Administrative Manual (CAM). The CAM serves as a resource for the university community; it supplements and coordinates university and campus policies and is a reference to major policy documents and relevant campus publications.

The charge of the committee is to:

1. Review all new policies or policy revisions and provide feedback to policy authors.
2. Represent respective units during policy review and ensure timely communication about proposed changes to unit stakeholders.
3. Review policies for which your unit is a policy owner or contact and initiate revisions or confirm endorsement of existing policies (each policy should be reviewed every 3 years, at a minimum).
4. Aid in the general awareness of the CAM by the campus community.
5. Maintain guiding principles for policy review processes.

Kristin McMurray, Assistant Vice Chancellor for Administration and Operations will continue to chair this committee. I appreciate your willingness to assist the campus in this important effort.

Sincerely,



Robert J. Jones
Chancellor