September 8, 2022

Campus Administrative Manual Committee

Kristin McMurray, Chair  Darla Hill  Jan Novakofski
Nizam Arain  Hadiya Jagroop  Sharon Reynolds
Stacey Ballmes  Kristi Kuntz  Jim Sims
Robb Craddock  Linda Lee Drozt  Deb Stone
Brian Farber  Paul Lucas  Laura Tison
Charles Geigner  Allison McKinney  Campus Legal Counsel designee, Ex-officio
Chris Harris  Lowa Mwilambwe  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 review and ensure timely communication about proposed changes to unit stakeholders.
3. Review policies for which your unit is a policy owner or contact, at least every 3 years, and initiate revisions or confirm endorsement of existing policies.
4. Aid in the general awareness of the CAM by the campus community.
5. Provide advice to the Chancellor or Chancellor’s representative on the structure and processes for CAM policies and policy review.
6. Develop and document guiding principles for the committee.

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