

Subject: Policies and Procedures Committee
Policy Number: P50
Date: April 25, 2003
Revised: December 15, 2008

POLICY:

The policies and procedure committee is a three-member committee selected by the Director at the end of each spring semester. The committee is responsible for all policies and procedures of the School.

PROCEDURE:

Each fall, the committee chair will request from the full-time faculty any revisions and/or additions necessary for the School's Policies and Procedures Manual. The committee will review all input and make recommendations to the full faculty. Changes to the manual will require a majority vote of the full faculty. The committee chair is responsible for updating the policy manual as deemed necessary. Two official printed copies of the Policies and Procedures Manual will be available, one with the committee chair and the other in the Director's office. The Manual will also be available on the School's web site.