



UNIVERSITY CORPORATION AT MONTEREY BAY

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722-001-A: POLICY MANUAL AND REVIEW

I. Introduction

The purpose of this policy is to establish a review schedule for University Corporation policies. In order to streamline the review process, University Corporation policies will be compiled in a Policy Manual, which will be distributed to each Director.

II. Policy

Each Director on the University Corporation Board of Directors will receive a Policy Manual. It must be returned to University Corporation staff when a Director leaves the Board. Each Director is responsible for updating his/her own Policy Manual. The Policy Manual will be reviewed at the Annual Meeting, according to the guidelines set forth below.

III. Policy Guidelines

- A. *Policy Manual Updates:* When new policies and changes to existing policies are approved, University Corporation staff will send the final, approved version of the policies along with an updated table of contents to each Director.
1. Each Director is responsible for updating his/her own Policy Manual.
 2. When a Director leaves the Board, the Policy Manual must be returned to University Corporation staff.
- B. *Annual Review of the Policy Manual:* The Policy Manual will be reviewed at the Annual Meeting. Prior to the Annual Meeting, University Corporation staff will review the Policy Manual to determine which policies are due for a review by the Board and what action, if any, needs to be taken for those policies due for a review. University Corporation staff will make recommendations to the Board regarding those policies requiring review and/or approval.