

## **POLICY MANUAL REVIEW COMMITTEE**

### **Function and Purpose:**

The Policy Manual Review Committee will conduct a rotational review of approximately 1/3 of the college policies each year in accordance with a maintenance plan to ensure all Temple College policies are reviewed at a minimum of every three years. Revised policies will then be submitted for college-wide review through the 30-day policy review process.

### **Composition:**

- Vice President, Academic Affairs (Co-Chair)
- Vice President, Administrative Services (Co-Chair)
- Vice President, Educational Services (Co-Chair)
- Four Professional Level Staff Members (Chosen by President's Council)
- Four Classified Staff Members (Chosen by Classified Staff Committee)
- Four Faculty members (Chosen by Faculty Council)

Personnel will serve a two-year rotating appointment, with two from each council/committee rotating off each academic year.

Note: Committee members do not have to be part of the selection council/committee to serve on the Policy Manual Review Committee.

The chair position will rotate each academic year.

The committee meets every second Thursday of the month at 2:00 p.m. or on-call by the co-chairs.