

Policy Number: 183

POLICY DISTRIBUTION

When a new or revised policy has been approved by the President, the responsibility for distribution of the policy is established as follows:

1. The Secretary of the President's Council shall append a copy of the approved policy to the minutes of the President's Council meeting in which action took place. Minutes shall be provided to members and the Director of Internal Auditing within two weeks of the meeting.
2. Vice Presidents are responsible for distributing a copy to other staff members in their areas, as appropriate.
3. The Office of Internal Auditing will update new and revised policies on the Office of Internal Auditing's web site upon receipt of President's Council minutes. The Office of Internal Auditing's web site shall be considered the University's official copy of the policies.
4. The Office of Internal Auditing will place a notice in the University Newsletter following President's Council meetings in which action took place.

Approved:
President
August 22, 2001

Nomenclature Changes:
December 13, 2001

Monitor: President