

## MEMORANDUM

Date: March 30, 2007

To: Faculty and Staff

From: Jaffus Hardrick, Ed.D.  
Assistant Vice President for Human Resource Services  
& Assistant Vice Provost

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Re: Baylor University Personnel Policies

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The Human Resources Division is pleased to announce that the University Policies and Procedures (BUPP) have been revised for 2006-2008. As in the past, a cross-divisional Policy Review Team consisting of nine faculty and staff members assisted with the completion of this project. You may access the University Policy and Procedures Manual at the following URL: <http://www.baylor.edu/bupp>

### **Disclaimer**

The University reserves the discretion to modify policies and procedures at any time with or without notification. Modifications to policies will be noted on the website under that particular policy.

### **Policy Maintenance**

University policies and procedures are updated every three years at a minimum or as needed.

### **Acknowledgements**

I want to express my gratitude to the individuals below for their dedication to the completion of this important project. Many thanks to:

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Shannon Lackmeyer, Human Resource Services  
Bud McGregor, Budget & Human Resources  
James Bennighof, Academic Affairs & Policy  
Elizabeth Vardaman, College of Arts & Sciences  
Ashley Thornton, Professional & Organizational Development  
Barbara Wolff, Payroll  
Cindy Wu, HSB-Management

In addition, I would like to acknowledge the following individuals for their time in reviewing and giving final approval of the BUPP policies:

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Charles Beckenhauer, General Counsel

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Kathy Weber, ITS

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