I. INTRODUCTION

Administrators of University departments are responsible for providing clear direction and expectations to ensure consistency, efficiency, and to mitigate risk within their respective administrative areas. This Policy authorizes senior administrators reporting to the Chancellor to develop policies and procedures (as defined below) in support of University administration and operations that align with, but are not limited to, Board-Approved Policies. Policies and procedures promulgated by senior administrators will apply to members of the University community in matters relating to administrative functions, transactional activities, compliance with laws and regulations, and internal controls.

II. POLICY OVERVIEW

All policies and procedures adopted for administrative and operational purposes are the responsibility of the Provost and Executive Vice Chancellor and appropriate Vice Chancellor or other senior administrators reporting to the Chancellor.

All policies and procedures must be consistent with existing Board-Approved Policies, state and federal laws and regulations, internal control guidelines, and must not contradict any other operating policies or procedures. Conflicts between policies and procedures shall be resolved by the Chancellor or his/her designee.

III. PROCESS OVERVIEW

All adopted policies and procedures are open to examination and review by the Office of Internal Audit or Office of General Counsel.

Senior administrators are responsible for the accuracy, regular review, and timely updating of all policies and procedures promulgated within their division or administrative unit.
Policies and procedures shall be consistently catalogued on the University’s website as the principle means of communication.

The Director of Enterprise Risk Management shall regularly report to the Audit Committee on all changes to Chancellor-Approved Policies.

IV. DEFINITIONS

1. "Board-Approved Policies" - means statements reserved for greatest significance to the University including, but not limited to, authorization of new building construction, sale and purchase of land or buildings, changes to tuition and fees, review and approval of the budget as well as claims to funds of the University.

2. “Chancellor-Approved Policies” - means statements formulated by the Provost and Executive Vice Chancellor and the appropriate Vice Chancellor or Associate Provost overseeing functional areas that articulate administrative and operating policies and procedures specific to a division or administrative unit of the University, not contradicting the University’s Bylaws and Board-Approved Policies.