

Policy on Policies for the Division of Financial Affairs

Unit: [Division of Financial Affairs](#)

Effective Date: 7/1/2013

Revision Date: 8/25/2017

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Title: Assistant Vice President for Financial Affairs

Purpose

In accordance with the University's [Policy on Policy Development and Management](#), the President of the University delegates authority to the appropriate and responsible vice presidents of the administrative divisions within the University of Alabama to initiate, develop, and revise policies applicable to their respective divisions. The purpose of this policy is to provide a standard method for the areas and departments in the Division of Financial Affairs to create, revise, and submit policy.

Policy

Areas and departments should use their existing mechanism (committee, designated policy writer, etc.) for the formation, revision or draft of a policy using the approved policy template provided on the [Financial Affairs Policies](#) webpage. It is the responsibility of each area and department to submit both new policy and proposed revisions to existing policy to the [Financial Affairs Policy Manager](#) in the Office of Compliance, Ethics, and Regulatory Affairs. The policy will be reviewed for formatting consistency and potential conflicts with other policies before being routed to the Office of the Vice President for Financial Affairs for final review and approval.

Once approved, a signed copy of the policy/revision will be linked on the [Financial Affairs Policies](#) webpage. In order to ensure consistency, all Financial Affairs departmental websites referencing policy must use the link listed on the Financial Affairs Policies webpage.

If it is determined during the FA review process that the policy meets the definition of University Policy, as defined in the University's [Policy on Policy Development and Management](#), it will also be submitted through the UA Policy Development and Management system for additional review by the Policy Advisory Review Committee and ultimately to the President and Vice Presidents for approval.

It is the responsibility of each FA Department/Area initiating policy to conduct a review of its policies at least annually to ensure that they remain current and accurate. For assistance with policy maintenance and development, contact the Office of Compliance, Ethics, and Regulatory Affairs.

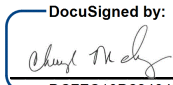
Definitions

- Financial Affairs' Policy - A written decision or statement of Financial Affairs' philosophy which form the individual and collective policies generated by the Division of Financial Affairs, which bind the areas and/or departments to which they are applicable, and which provide guidance and direction in the conduct of University affairs.
- Procedure - Statements that prescribe specific actions to be taken to conform to the established policies and to allow for the orderly implementation of those policies.
- University Policy - A policy or practice with broad applicability beyond the internal operating procedures of a single office, department or division.

Scope

This Policy applies to all policy created by areas and departments within the Division of Financial Affairs at The University of Alabama.

Office of the Vice President of Financial Affairs

Signed:  8/25/2017
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Cheryl Mowdy
Assistant Vice President for Financial Affairs