Policy on Policies for the Division of Finance and Operations

Unit: Division of Finance and Operations
Effective Date: 7/1/2013
Revision Date: 1/13/2020

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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 Finance and Operations to create, revise, and submit policy.

Policy
Policy Development and Approval
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 Finance and Operations Policies webpage. It is the responsibility of each area and department to submit both new policy and proposed revisions to existing policy to the Finance and Operations Policy Manager in the Office of Compliance, Ethics, and Regulatory Affairs. The policy will be reviewed for clarity, formatting consistency and potential conflicts with other policies before being routed to the Office of the Vice President for Finance and Operations for final review and approval.

If it is determined during the review process that the policy meets the definition of University Policy, as defined in the University’s Policy on Policy Development and Management, the Policy Manager will submit the policy for additional review by the Policy Advisory Review Committee and ultimately, if needed, to the President and Vice Presidents for approval.

Policies, handbooks, manuals, and guides that meet the requirements established by Board Rule 108 will be forwarded by the Policy Manager for system-level review.

Once approved, the Policy Manager will post the final policy to the Finance and Operations Policies webpage and provide the URL to the policy owner. In order to ensure consistency, all departmental websites referencing policy must use the link listed on the Finance and Operations Policies webpage.

Periodic Review
It is the responsibility of each 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.

Implementing Procedures
Documents that strictly provide procedural instructions or reference information are not subject to the policy review and approval process. Examples of these documents include step-by-step instructional guides, summarized job aids, technical specifications, etc. Departments are strongly encouraged to review and update these items regularly and in coordination with appropriate policy review.
Definitions

Finance and Operations Policy - A written decision or statement of Finance and Operations philosophy which form the individual and collective policies generated by the Division of Finance and Operations, which bind the areas and/or departments to which they are applicable, and which provide guidance and direction in the conduct of University affairs. Handbooks, manuals, and guides that contain policy statements not elsewhere approved are also subject to the requirements of this policy.

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 Finance and Operations at The University of Alabama.

Office of the Vice President of Finance and Operations

Signed: ________________________________ 1/13/2020

Cheryl Mowdy
Assistant Vice President for Finance and Operations