I. PURPOSE AND SCOPE

This document assigns the responsibility for establishing business policies and processes for the University of Houston and describes the reporting relationship for business administrators.

II. POLICY

A. The Division of Administration and Finance is charged with establishing the business processes and policies for the University of Houston. The college/division/athletic business administrators are charged with ensuring the adherence to university policies and procedures within their college/division/department, including these business processes and policies.

B. To ensure compliance with the university business processes and policies, dual reporting relationships are established as follows:

1. The unit (departments and programs, research and academic centers and service units) business administrators report to the college/division administrator and their respective unit head.

2. The college business administrators report both to the Academic Affairs chief business administrator and to their respective dean.

3. The Academic Affairs chief business administrator reports both to the Senior Vice President for Academic Affairs (Provost) and the Senior Vice President for Administration and Finance. In addition, the chief business administrator for each division (Student Affairs and Enrollment Services, University Advancement, University Marketing, Communication and Media Relations, Research, and President) will report to their respective division head and the Senior Vice President for Administration and Finance. The chief business administrator for the Administration and Finance Division reports to the Senior Vice President for Administration and Finance.

4. The athletic business administrator reports to both the Athletic Director and the Senior Vice President for Administration and Finance.

C. In this reporting structure,

1. The Senior Vice President for Administration and Finance will be involved in hiring, terminating, evaluating, and compensating the chief business administrators of each division and the athletic business administrator;

2. The chief business administrator of each division will be involved in hiring, terminating, evaluating and compensating all business administrators within their respective divisions; and,
3. The college business administrators will be involved in hiring, terminating, evaluating and compensating all business administrators within their respective colleges.

D. The Senior Vice President for Administration and Finance, or designee, the respective vice president and the respective dean will develop performance goals and measures to be used to evaluate the performance of all business administrators.

III. REVIEW AND RESPONSIBILITY

Responsible Party: Senior Vice President for Administration and Finance

Review: Every three years on or before March 1

IV. APPROVAL

Jim McShan
Senior Vice President for Administration and Finance

Renu Khator
President

Date of President's Approval: May 31, 2018

REVISION LOG

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Approved Date</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>05/20/1994</td>
<td>Initial version (published as a policy, with organizational charts attached)</td>
</tr>
<tr>
<td>2</td>
<td>09/15/2004</td>
<td>Applied revised MAPP template to meet current documentation standards. Revised documentation for additional information on Policy (Section II). Changed review period from every year on or before September 1st to every three years on or before August 31st. Removed MAPP 01.02.02 from Section V. Removed all organizational charts</td>
</tr>
<tr>
<td>3</td>
<td>08/03/2010</td>
<td>Applied revised MAPP Template. Added “department” to college and division throughout text. Added in Section II.B.3, the chief business administrator for the Administration and Finance division reports to the Executive Vice President for Administration and Finance. Changed review period from every three years on or before August 31st to every three years on or before March 1st. Removed Section V, References and Index Terms</td>
</tr>
<tr>
<td>Revision Number</td>
<td>Approved Date</td>
<td>Description of Changes</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>4</td>
<td>05/31/2018</td>
<td>Added new Revision Log. Changed titles as applicable. Corrected title to Student Affairs and Enrollment Services in Section II.B.3, and added University Marketing, Communication and Media Relations. No additional changes were indicated by the Subject Matter Expert (SME)</td>
</tr>
</tbody>
</table>