

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.A.31

AREA: General

SUBJECT: Business Administration

1. PURPOSE

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

2. POLICY

The Senior Vice Chancellor/Vice President of Administration and Finance is charged with establishing the business processes and policies for the University of Houston System. The University Vice Presidents of Administration and Finance are charged with ensuring the adherence to these University of Houston System policies and ensuring that there is a business administrator designated with the appropriate authority to help ensure compliance with these policies and their related University policies and procedures within their college/school/division/department.

3. DEFINITIONS

Unit - Departments and programs, research and academic centers, and service unit.

4. COMPLIANCE AND REPORTING RELATIONSHIPS

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

4.1.1. The unit business administrators report to the college/school/division administrator and their respective unit head.

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

4.1.3. The Academic Affairs chief business administrator reports both to the Provost and the Vice President for Administration and Finance. In addition, the chief business administrator for each division will report to their respective division head and the Vice President for Administration and Finance. The chief business administrator for the Administration and

Finance Division reports to the Vice President for Administration and Finance.

4.2. In this reporting structure:

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

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

4.2.3. The college/school business administrators will be involved in hiring, terminating, evaluating and compensating all business administrators within their respective colleges/schools.

4.3. The 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.

5. REVIEW AND RESPONSIBILITY

Responsible Party: Senior Vice Chancellor for Administration and Finance

Review: Every three years on or before March 1

6. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: March 23, 2018

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	03/23/2018	Initial version