

UNIVERSITY *of* HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: General Information
AREA: Organization

Number: 01.02.01

SUBJECT: Business Administration

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 Administration and Finance Division is charged with establishing the business processes and policies for the University of Houston. The Division/Athletic Business Administrators are charged with ensuring the adherence to university policies and procedures within their college or division, 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 Vice President for Academic Affairs (Provost) and the Vice President for Administration and Finance. In addition, the chief business administrator for each division (Student Affairs, , University Advancement, Research, and President) will report to their respective division head and the Vice President for Administration and Finance.
 - 4. The Athletic Business Administrator reports to both the Athletic Director and the Vice President for Administration and Finance.

- C. In this reporting structure,
 - 1. Vice President for Administration and Finance will be involved in the hiring, terminating, evaluating, and compensating the chief Business Administrators of each division and the Athletic Business Administrator;
 - 2. Chief Business Administrator of each division will be involved in the hiring, terminating, evaluating and compensating all Business Administrators within their respective divisions; and,
 - 3. College Business Administrators will be involved in the hiring, terminating, evaluating and compensating all Business Administrators within their respective colleges.

- D. The Vice President for Administration and Finance and the Director of Athletics will develop performance goals and measures to be used to evaluate the performance of all Business Administrators.

III. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Administration and Finance

Review: Every three years, on or before August 31

IV. APPROVAL

John M. Rudley
Vice President for Administration and Finance

Jay Gogue
President

Date of President's Approval: 09/15/2004

V. REFERENCES

Index Terms: Administration and Finance
Organizational structure