

UNIVERSITY *of* HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

**SECTION: General Information**  
**AREA: Universitywide Business Management**

**Number: 01.03.03**

<b>SUBJECT: Business Continuity Planning</b>
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I. PURPOSE AND SCOPE

This document establishes the framework for colleges, divisions and departments for the preparation, updating and monitoring of university business continuity plans.

II. POLICY

A. The Administration and Finance Division is charged with the following roles and responsibilities related to the preparation, updating and monitoring of university business continuity plans:

1. Establishing and issuing guidelines to address the basic requirements of a business continuity plan, including those addressed in Texas Administrative Code, Section 202. A template to use when creating business continuity plans can be found at <http://www.uh.edu/finance/pages/References.htm>.
2. Enacting an annual monitoring mechanism to ensure timely completion of updates to university business continuity plans.
3. Providing an annual status report to be approved by the President or designee on the implementation of business continuity plans.

B. The Divisions are responsible for collecting the plans within their area and completing an executive summary that highlights the key areas of risk within their division and how they are addressed in the business continuity plan. These summaries should be included in the annual status report that is presented in the annual report provided to the President or designee.

III. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Administration and Finance

Review: Every three years, on or before August 31

IV. APPROVAL

Jim McShan  
Interim Vice President for Administration and Finance

John M. Rudley  
Interim President

Date of President's Approval: October 16, 2007