

POLICY

Effective Date: 7/1/03

Revised: 10/24/11

Approved By: Rich Van Den Hul, VP for Business and Financial Affairs

Authority: [POL-U1000.10](#) Developing and
Maintaining University Policy

Cancels:

See Also: PRO-BFA5100.01 Processing BFA University Policies
BFA Policy Communication Plan
[PRO-U1000.10](#) Developing and Approving University Policies

POL-BFA5100.01 DEVELOPING AND ADOPTING BUSINESS AND FINANCIAL AFFAIRS POLICIES

This policy applies to both departmental, divisional and university policies established under the Business and Financial Affairs (BFA) Division.

Definitions:

Departmental Policies – Policies and all related procedures, tasks and forms that apply only to the independent and internal activities of a BFA department and do not conflict with divisional or university policies.

Divisional Policies – Policies and all related procedures, tasks and forms that apply only to the activities between the BFA division and its departments.

University Policies – Policies and all related procedures, tasks and forms that apply to the activities of all (or most) members of the campus community over which BFA has been delegated authority.

1. BFA Policies, Procedures and Tasks Follow Standard University Format

The Business and Financial Affairs Division (BFA) uses the format consistent with university's policy *Developing and Maintaining University Policies* ([POL-U1000.10](#)) for writing and numbering BFA division and department policies, procedures, and tasks.

2. Old Policies, Procedures and Tasks Remain in Existing Format Until Revised

Policies, procedures and tasks adopted prior to July 1, 2003 may remain in their existing format until revisions are made and approved.

3. All BFA Policies Require Review by Vice President of BFA

BFA directors will review with the Vice President all:

- a) University Policy Impact Statements prior to President's Cabinet review,

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- b) Final draft university policies after stakeholder input and a review by the university's Technical Review Committee,
- c) Any changes made following the 30-day public comment period, and
- d) Final drafts of departmental policies before implementation.

The Vice President will determine when these documents should be reviewed by the BFA Leadership Team.

4. BFA Policy Coordinator Will Ensure Effective Communication of BFA Policies

The BFA Policy Coordinator will work with BFA directors to ensure effective communication of BFA policies via:

- a) Thorough stakeholder reviews,
- b) Individual policy communication plans,
- c) Tracking the status of BFA policies and procedures, and
- d) Facilitating the BFA Policy Communication Plan.