



# Administrative Procedure

<b>Number:</b>	<b>003</b>
Effective:	3/15/83
Supercedes:	
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**Subject:** UNIVERSITY RESPONSES TO THE OFFICE OF THE CHANCELLOR

1.0. PURPOSE:

To establish the procedures governing the preparation, review, and submission of written responses to requests for information from the Office of the Chancellor.

2.0. ORGANIZATIONS AFFECTED:

All University units.

3.0. REFERENCES:

N/A.

4.0. POLICY:

All responses will be submitted to the office of the appropriate executive officer for review five working days in advance of the deadline established by the Chancellor's Office.

All requests for extensions will be transmitted to the Chancellor's Office by the appropriate executive officer.

All responses containing information related to fiscal affairs will be reviewed by the Director of Financial Management and Services prior to submission to the appropriate executive officer.

5.0. DEFINITIONS:

5.1. Executive Summary--A cover memorandum outlining background and methodology by which the response was developed along with any relevant, significant points.

5.2. Senior Administrators--Administrators who report to the President or Vice Presidents.

**Approved:**

**Date:**

5.3. Executive Officer--Refers to the President, and Vice President for Academic Affairs, or Vice President for Administration.

6.0. RESPONSIBILITIES:

6.1. The Executive Officer will:

- 6.1.1. Delegate responsibility for preparing the response to the appropriate senior administrator.
- 6.1.2. Determine, in consultation with other executive officers, the appropriate individual(s) to draft and review responses when the substantive issue relates to both academic and administrative affairs.
- 6.1.3. Establish internal completion dates.
- 6.1.4. Track the project using standard procedures.
- 6.1.5. Request all extensions from the Chancellor's Office.
- 6.1.6. Review all responses and transmit approved responses to the Chancellor's Office.

6.2. Senior Administrators will:

- 6.2.1. Prepare responses and supporting documents prior to the completion date established by the executive officer.
- 6.2.2. Assure collegial review of the draft response among all affected units prior to transmitting it to the executive officer.
- 6.2.3. Request extensions to the completion date as soon as possible after the delegation is received so that a request may be transmitted to the Chancellor's Office prior to the deadline.

7.0. PROCEDURES:

- 7.1. As requests for information are received from the Chancellor's Office, the appropriate executive officer will:
  - 7.1.1. Determine the appropriate senior administrator(s) to draft and review the response.

- 7.1.2. Establish an internal completion date five working days prior to the deadline established by the Chancellor's Office.
- 7.1.3. Forward the request with attachments to the senior administrator.
- 7.1.4. Log the project out and track the project to completion.
- 7.2. The senior administrator will review the request as it is received from the executive officer to determine if an extension is required. If an extension is required, the administrator will promptly communicate that information to the office of the executive officer so that a request may be transmitted to the Chancellor's Office well in advance of the deadline.
- 7.3. The senior administrator will submit the following to the executive officer by the established internal completion date:
  - 7.3.1. Executive summary to facilitate executive review.
  - 7.3.2. Memorandum of transmittal addressed to the appropriate Chancellor's Office staff from the equivalent level campus administrator. This memorandum should identify any problem(s) associated with supplying the requested information.
  - 7.3.3. Response.
  - 7.3.4. Copy of the Chancellor's Office inquiry.
  - 7.3.5. Related supplementary information.
  - 7.3.6. Original instructions received from the executive officer.
  - 7.3.7. Required number of extra copies of the response for distribution.
- 7.4. The executive officer will review each response.
  - 7.4.1. If the response is insufficient, it will be returned for the required modifications.
  - 7.4.2. If the response is approved as written, appropriate signatures will be acquired and the response will be logged out and transmitted to the Chancellor's Office.
- 8.0. APPENDICES:
  - N/A.