

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: **General Information**
AREA: **Organization**

Number: **01.02.01**

SUBJECT: Business Administration
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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 Division of Administration and Finance is charged with establishing the business processes and policies for the University of Houston. The college/division/athletic business administrators are charged with ensuring the adherence to university policies and procedures within their college/division/department, 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 chief business administrator of the division and to their respective dean.
3. The Academic Affairs chief business administrator reports both to the Senior Vice President for Academic Affairs (Provost) and the Senior Vice President for Administration and Finance. In addition, the chief business administrator for each division (College of Medicine, Energy and Innovation, Student Affairs, University Advancement, University Marketing and Communications, Research, and President) will report to their respective division head and the Senior Vice President for Administration and Finance. The chief business administrator for the Administration and Finance Division reports to the Senior Vice President for Administration and Finance.
4. The athletic business administrator reports to both the Athletic Director and the Senior Vice President for Administration and Finance.

C. In this reporting structure,

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

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

D. The respective vice president and/or the respective dean will develop performance goals and measures to be used to evaluate the performance of all business administrators. The results of performance evaluations for the chief business administrator of each division will be provided to the Senior Vice President for Administration and Finance, or designee, annually.

III. REVIEW AND RESPONSIBILITY

Responsible Party: Senior Vice President for Administration and Finance

Review: Every five years

IV. APPROVAL

 /Raymond Bartlett/

Senior Vice President for Administration and Finance

 /Renu Khator/

President

Date of President's Approval: May 17, 2023