

Policy 1503**Formulation and Issuance of Financial, Procurement, Human Resources, and Administrative Information Systems Policies**

Responsible Office	Finance and Administration	Effective Date	7/1/98
Responsible Official	Associate Vice Presidents for Finance and Administration; University Director of ITS	Last Revision	11/15/00

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Scope

This document outlines the steps for formulating, approving, issuing and amending policies and procedures, describes the role of the Policy Technical Review Committee, presents the standard policy format, and establishes the University Financial, Human Resources, Procurement, and Administrative Information Systems (ITS) policy library. Academic, student and other policy areas not specifically mentioned above are subject to separate development and review processes and are not discussed in this document.

Policy Statement

The Yale University community shall have access to clearly articulated, understandable financial, procurement, human resources, and ITS policies and procedures, which will be prepared using a standard policy format. The institutional (formerly central) Finance, Procurement, Human Resources, and ITS offices are responsible for initiating, writing, editing, and distributing policies in their respective areas, and are to be guided by the processes outlined in this policy.

In order to promote compliance with policy objectives and to establish the accountability of operating units and responsible individuals, policies must be formulated, reviewed, updated and distributed to all relevant operating units in a timely manner.

Reason for the Policy

Policies set forth the principles and related work steps that enhance the University's mission by guiding operating decisions, minimizing the risk of non-compliance in legal, regulatory and other areas, and by promoting efficiency. The University wishes to ensure that all official University financial, procurement, human resources, and ITS policies are formally approved, distributed in a consistent format, and maintained in a University policy library.

Definitions**University Policy**

University policies are applicable throughout the University; are needed to enhance the mission of the University; promote compliance with federal, state and other applicable laws and regulations; and establish the delegation of authority and responsibility by the Officers of the University. Policy statements generally mandate or constrain

action, describe the context in which the policy is to be applied, and set general responsibility for administering the policy.

School/Departmental Policy

Schools and departments may establish policies and procedures in addition to University policies and procedures, provided that such policies do not contradict University policies and are in compliance with donor/sponsor and government requirements. School and departmental policies and procedures should be properly reviewed with regard to legal and regulatory compliance, and approved by the relevant dean, director or chair, and the University institutional office responsible for the business process involved.

Operating Procedures

Procedures describe the work steps by which a specific University policy is carried out in order that its goals may be realized. Procedures generally indicate those who, by role or position, are responsible for carrying out each of the particular work steps.

Policy Sections

1503.1 Policy Submission and Approval

The functional heads of institutional offices bring forward new or revised policies through a process that is appropriately consultative with business offices, and internal regulatory/control units. The Associate Vice Presidents for Finance and Administration and the University Director of Information Technology respectively, after consultation at their discretion with the Policy Technical Review Committee (see Section 1503.2), present the policies to appropriate University Officers for approval.

The Associate Vice Presidents for Finance and Administration and the University Director of Information Technology respectively designate a responsible office and official to be listed in the header section of each policy document. The responsible office will generally be the office that develops and administers the policy and related procedures, and will be accountable for future revisions to the document.

Upon approval by the Officers, the policy will be issued in the standard format (see Section 1503.3) and will be made available to the University community in the on-line policy library. The policy library is housed on an official web site accessible within the Yale network.

Policy revisions that are not of a substantive nature may be issued with the approval of the Associate Vice Presidents for Finance and Administration and University Director of Information Technology, respectively.

The Manager of Financial Policy and Procedure Development maintains the policy library; coordinates the policy drafting, review, approval and revision process; and informs the business management community about the status of policies in development, new policy approvals, and policy revisions.

1503.2 Policy Technical Review Committee

The Policy Technical Review Committee is co-chaired by the Associate Vice President for Finance and the Associate Vice President for Administration. The committee's membership shall be drawn from the University's subject matter experts in legal, tax, regulatory, accounting, administrative and other relevant areas, as shall be deemed necessary. It shall meet at the discretion of the co-chairpersons.

The Policy Technical Review Committee is charged with advising the Associate Vice Presidents and the University Director of Information Technology on the regulatory, control and management aspects of new or revised policies and procedures that come before it. Their review shall take place before the Associate Vice Presidents for Finance and Administration present the policies to the appropriate Officers for approval.

The Policy Technical Review Committee shall make recommendations as to the policies that come before it, either to suggest further revisions, or to present completed policies to the appropriate University official(s) for approval.

1503.3 Standard Policy Format

Policies shall be issued in a standard policy format that facilitates the distribution of clear, concise official information throughout the University. The standard policy format includes the following sections:

- Scope
- Reason for Policy
- Policy Statement
- Definitions
- Policy Sections
- Special Situations/Exceptions
- Procedures
- Related Information
- Contacts
- Roles and Responsibilities
- Revision History
- Forms and Exhibits.

Certain policies may not require all sections, but at a minimum shall include Scope, Reason for Policy, Policy Statement, and Contacts.

Contacts

Subject	Contact	Phone
Policy development	Manager of Financial Policy and Procedure Development	432-9292
Review of legal and regulatory compliance	General Counsel's Office	432-4949

Roles and Responsibilities

University Officers

Exercise approval authority over policies presented to them by the Associate Vice Presidents and University Director of Information Technology.

Associate Vice Presidents for Finance and Administration / University Director of Information Technology

Review and approve policy drafts forwarded to them by the functional heads of institutional offices or the Manager of Policy and Procedure Development. Co-chair the Policy Technical Review Committee. Recommend policies to the University Officers for approval. Designate the responsible office and official to be listed in the header of each policy. Approve non-substantive policy revisions forwarded to them by functional heads of institutional offices or the Manager of Policy and Procedure Development.

Policy Technical Review Committee

Perform a final review of regulatory, costing and management aspects in policy drafts which come before it. Make recommendation to the Associate Vice Presidents and the University Director of Information Technology as to the disposition of the policy draft.

Functional Heads of Institutional Offices

Bring forward new or revised policies and procedures through a process that is consultative with business offices and regulatory/control units. Present policy drafts, conforming to the standard policy template, to the Associate Vice Presidents for Finance and Administration and the University Director of Information Technology.

Business Managers / Business Community

Offer comments and suggestions during the development phase of policies. Comment on policy drafts.

Manager of Policy and Procedure Development

Maintain the policy library, including regular updates of information contained therein; coordinate the policy drafting, review, approval and revision process; communicate policy changes to the business management community.

Revision History

This revision effective 11/15/00.

Policy 1503 first issued 7/1/98.

The official version of this information will only be maintained in an on-line web format. Any and all printed copies of this material are dated as of the print date. Please make certain to review the material on-line prior to placing reliance on a dated printed version.
