

Institutional Effectiveness
Baseline Standards
FY 2022

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Kevin Dorsey - Manager Financial Affairs	
2	Updating the Baseline Standards Form.	Leah Long, Department Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Leah Long, Department Business Administrator	
2	Reviewing cost center verifications.	Kevin Dorsey - Manager Financial Affairs	
3	Approving cost center verifications.	Shelia Lloyd, Associate Vice President, Academic Affairs	
4	Ensuring all cost centers are verified/approved on a timely basis. no later than 60 days after the accounting period is closed.	Kevin Dorsey - Manager Financial Affairs	
5	Identifies non-active non-project/grant cost centers and notify the appropriate department to deactivate the cost center.	Leah Long, Department Business Administrator	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Carol Marsh, Admin Assistant I	Shelia Lloyd, Associate Vice President, Academic Affairs
2	Ensuring the validity of travel and expense reimbursements.	Leah Long, Department Business Administrator	Shelia Lloyd, Associate Vice President, Academic Affairs
3	Ensuring that goods and services are received and that timely payment is made.	Leah Long, Department Business Administrator	Shelia Lloyd, Associate Vice President, Academic Affairs
4	Ensuring correct account coding on purchases documents.	Leah Long, Department Business Administrator	Shelia Lloyd, Associate Vice President, Academic Affairs
5	Primary contact for inquiries to expenditure transactions.	Leah Long, Department Business Administrator	Carol Marsh, Admin Assistant I
PAYROLL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Leah Long, Department Business Administrator	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Leah Long, Department Business Administrator	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Leah Long, Department Business Administrator	
4	Completing termination clearance procedures.	Leah Long, Department Business Administrator	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Leah Long, Department Business Administrator	
6	Maintaining departmental Personnel files.	Leah Long, Department Business Administrator	
7	Ensuring valid authorization of new hires.	Leah Long, Department Business Administrator	
8	Ensuring valid authorization of changes in compensation rates.	Leah Long, Department Business Administrator	
9	Ensuring the accurate input of changes to the HR System.	Leah Long, Department Business Administrator	
10	Consistent and efficient responses to inquiries.	Leah Long, Department Business Administrator	Shelia Lloyd, Associate Vice President, Academic Affairs

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CASH HANDLING			
1	Collecting cash, checks, etc.	Leah Long, Department Business Administrator	
2	Prepares Departmental Deposit Form.	Leah Long, Department Business Administrator	
3	Approves Departmental Deposit Form.	Shelia Lloyd, Associate Vice President, Academic Affairs	
4	Transports deposit to the Cashiers Office.	Leah Long, Department Business Administrator	
5	Preparing Journal Entries.	Kevin Dorsey - Manager Financial Affairs	
6	Verifying deposits posted correctly in the Finance System.	Leah Long, Department Business Administrator	
7	Adequacy of physical safeguards of cash receipts and equivalent.	Leah Long, Department Business Administrator	
8	Ensuring deposits are made timely.	Shelia Lloyd, Associate Vice President, Academic Affairs	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Shelia Lloyd, Associate Vice President, Academic Affairs	
10	Updating Cash Handling Procedures as needed.	Shelia Lloyd, Associate Vice President, Academic Affairs	
11	Consistent and efficient responses to inquiries.	Leah Long, Department Business Administrator	
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Shelia Lloyd, Associate Vice President, Academic Affairs	Kevin Dorsey - Manager Financial Affairs
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Leah Long, Department Business Administrator	
2	Ensuring the annual inventory was completed correctly.	Leah Long, Department Business Administrator	
3	Tagging equipment.	Information Technology	Paul Tichnor
4	Approving requests for removal of equipment from campus.	Shelia Lloyd, Associate Vice President, Academic Affairs	Dr. Shelia Lloyd, Associate Vice President, Academic Affairs
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Leah Long, Department Business Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Leah Long, Department Business Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Office of Research and Sponsored Programs	Leah Long, Department Business Administrator	
RESEARCH ADMINISTRATION			
1	Verifies that all grant cost centers contain positive budgetary balances.	NA	

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2 Ensuring that research expenditures are covered by funds from sponsors.	NA	
3 Notifies the appropriate department to deactivate expired grant cost centers.	NA	
4 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	NA	
5 Verifies that effort reporting is accurately calculated (verifies actual time) and timely reported (quarterly).	NA	
6 Verifies that a Conflict of Interest Form is completed annually for all applicable employees; and submitted timely to the Division of Research.	NA	
SCHOLARSHIPS		
1 Prepares written department scholarship procedures (awarding, criteria, eligibility guidelines, etc...).	NA	
2 Verifies that all available department scholarships are publicized (web site, in department, etc...).	NA	
3 Verifies that the scholarship award recipient was eligible for the award and met all required criteria (<i>GPA, major, requisite hours, letters of recommendation, etc...</i>).	NA	
4 Verifies that the scholarship award recipient was eligible for the award and met all required criteria (<i>GPA, major, requisite hours, letters of recommendation, etc...</i>).	NA	
5 Reviews scholarship cost centers annually to help ensure that available scholarship funds are being awarded; and to identify excessive equity balances in scholarship cost centers.	NA	
NEGATIVE BALANCES		
1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Kevin Dorsey - Manager Financial Affairs	
2 Ensuring that research expenditures are covered by funds from sponsors.	Kevin Dorsey - Manager Financial Affairs	
DEPARTMENTAL COMPUTING		
1 Management of the departments' information technology resources.	Manager, Tech Projects	Lucy Bowen, Executive Director Academic and Student Affairs
2 Ensuring that critical data back up occurs.	Information Technology	
3 Ensuring that procedures such as password controls are followed.	All Employees	
4 Reporting of suspected security violations.	All Employees	