

**TEXAS SOUTHERN UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: General Administration**

**NUMBER: 01.02.01**

**AREA: Organization**

**SUBJECT: Business Administration**

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**I. PURPOSE AND SCOPE**

This document assigns the responsibility for establishing business policies and processes for Texas Southern University and describes the reporting relationship for Departmental Business Administrators.

**II. POLICY**

- A. The Chief Financial Officer is charged with establishing the business processes and policies for Texas Southern University. The Department Business Administrators are charged with ensuring the adherence to university policies and procedures within their division or college, 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 Division or College Administrator and their respective Unit Head.
  2. The Division or College Business Administrators report both to the Finance Chief Business Administrator and to their respective Dean.
  3. The Finance Chief Business Administrator reports to the Chief Financial Officer.
  4. The Athletic Business Administrator reports to both the Athletic Director and the Chief Financial Officer.
- C. In this reporting structure, the Chief Financial Officer will be involved in the hiring, terminating, evaluating, and compensating the Business Administrators of each division or college and the Athletics Business Administrator;
- D. The Chief Financial Officer will develop performance goals and measures to be used to evaluate the performance of all Business Administrators. The Athletics Director will assist the Chief Financial Officer in developing performance goals

and measures to be used to evaluate the performance of the Athletics Department's business Administrator.

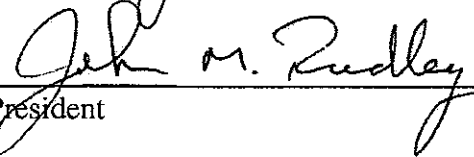
III. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Financial Officer

Review: Every three years, on or before August 31

IV. APPROVAL

  
\_\_\_\_\_  
Chief Financial Officer

  
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President

Date of President's Approval: 06/24/09