

GPSC 7058 12S/UCC 0205 12S: Administrative policies and procedures

The purpose of this document is to provide revised formats and procedures for implement of System Administrative Memoranda (SAM) policies, before publishing them in the Manual of Administrative Policies and Procedures (MAPP). The SAM policies mainly address administrative and business operations, but the Executive VP for Administration and Finance may decide to include issues that are generally the responsibility of other units. The GSPC Policies Committee found that the document was hard to understand because of the terminology used, and lack of clarity in the description of the time line for review by various groups. Given the difficulty in understanding the document, the Policies Committee could not make a recommendation on its suitability, and hopes that document will be revised, with the comments below in mind.

A recent revision in terminology in the document was to change the name of group that has main responsibility for moving documents through development and review from "Business Services", to "University Policies and Procedures (UPP)". The UPP appears to be a group of employees in Administration and Finance, but this is not entirely clear to whom it reports, and the name leads to some confusion in reading the document, because the document itself is about university policies and procedures. Another revision to change the responsible party from VP for Admin and Finance, to Exec VP for same, is straightforward.

Another, more serious problem with the document is the presentation of the time line in Section IV. FORMULATION AND REVIEW for the MAPP document to be developed, circulated, and reviewed. The process of moving the document to and from UPP, Exec VP, UCC etc, with various 5 and 20 day deadlines, is extremely difficult to follow. It also appears that the Exec VP can review indefinitely at some early stage. The listing of the timeline in the document is interrupted by "Notes" to clarify what are, perhaps, parallel activities by different reviewing groups, but this is not clear. The policy committee suggests that a flow chart be provided in the document.