

METROPOLITAN STATE UNIVERSITY



Guidelines for Administrative Procedures

Administrative Affairs Procedure #400

Section 1. Procedure

This procedure is established to define guidelines for administrative procedures.

Section 2. Authority

This procedure is issued pursuant to the operating authority granted to the Vice President of Administration and Finance by the President of the university.

Section 3. Effective Date

This shall become effective upon signature of the Vice President of Administration and Finance and remain in effect until modified or expressly revoked.

Section 4. Responsibility

The responsibility for implementation of this procedure is assigned to the Vice President for Administration and Finance.

Section 5. Objective

To provide guidelines for the issuance of administrative procedures.

Section 6. Implementation

Procedures should meet the following criteria:

- A. The procedure should be administrative in nature. In other words, most procedures will serve to define a procedure as set forth in one or more of the following: Minnesota Statutes, State University System Policies, collective bargaining agreements, statewide administrative procedures and various other sources.
- B. The procedure should provide information that is frequently needed and used by most offices of the university
- C. The procedure's central focus is that of providing information, unnecessary guidelines are to be avoided wherever possible.

Proposal for a Procedure

A proposal to develop a procedure should be submitted by a unit director within the university to the vice president of administration and finance. Such proposals should be brief and focus on need, objective(s) to be accomplished, and a short description or outline of the procedure.

Section 7. Review

This procedure will be subject to review on an annual basis.

Section 8. Approval

Issued on this 19th day of September, 2003

Cathleen Brannen, Vice President, Administration and Finance.