

## **College of Health and Human Performance Policy and Procedures Related to Fiscal Responsibility**

### **Introduction**

In accordance with the College Constitution<sup>1</sup> and as specified in the University of Florida's Statement of Organization and Operation, the Dean is the chief executive and administrative officer of the College. The Dean is responsible to the Provost / Senior Vice President and the President of the University, has authority and responsibility for the administration and supervision of the College and acts as agent of the Faculty for the execution of College educational policy. Department Chairs and directors within the College are responsible to the Dean for their activities.

In keeping with best business practices, initiating and authorizing all financial commitments (such as contracts, leases, rental agreements) of College resources to third parties must be within the framework described below for financial commitments not requiring the Dean's approval, or, if not within such framework, reviewed and approved by the Dean prior to their implementation. Authority for initiating and/or approving financial commitments does not include the authority to sign agreements on behalf of the University; only those University employees who have express delegated signature authority may sign agreements binding the University to third parties. All commitments need to be in the best interest of the College and consistent with its mission.

***Financial commitments made outside of these procedures will not be honored by the College.***

### **Financial Commitments Not Requiring Dean's Prior Approval**

The Dean has delegated authority for initiating and approving the making of routine financial commitments on behalf of departments within the College, including hiring decisions and purchases, but expressly excluding the right to approve leases of real property or any other agreements for the use of a third party's real property, to the Department Chairs and certain fiscal officers reporting to such Department Chairs, provided that such financial commitments (i) are within the budget over which the Chair has authority, (ii) are made in compliance with University policies and procedures and applicable law and, (iii) where applicable, are made with the review and approval of the appropriate University administrative office (e.g., the Office of Human Resources for employment matters and the University's central purchasing office for purchases and leases).

### **Procedure to Solicit Approval for Non-Routine Financial Commitments on behalf of the College Requiring Dean's Approval**

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<sup>1</sup> <http://www.hhp.ufl.edu/governance/constitution.pdf>

**(Including Agreements for the Use of Real  
Property Such as Leases)**

1. Proposals to use College resources to support any person or project must be made in writing and submitted by the Department Chair to the Dean. If College and/or University forms for the type of support sought are available, use of these forms is required.
2. In addition to the Dean, signature is required by the appropriate overseer of funds. For example, if College Indirect Cost Return (IDC) funds are being proposed, then the Associate Dean for Research must be involved; or, if a Center fund is being accessed, then the Center Director must be involved.
3. If department funds are being used, then Department Chairs are responsible for soliciting input from faculty members for proposals to use these funds prior to their submission to the Dean for approval.
4. The College financial officer must review any proposal of this type and, where appropriate, seek input from University General Counsel. The college financial officer will advise the Dean regarding the availability of the proposed funds and whether the proposed project is in accordance and consistent with University procedures and processes.

Approved by CHHP College Council: October 23, 2007