

Administrative Regulation — Issuance of Administrative Regulations and Other Policies (*Formerly GR XIII*)

A. Regulations

As the chief administrative officer of the University, the President is authorized by the Board of Trustees to promulgate the *Administrative Regulations*, including the *Human Resources Policies and Procedures* and the *Business Procedures Manual*.

1. Administrative Regulations

The *Administrative Regulations* provide interpretation and implementation of University-wide policies set forth by the Board of Trustees in the *Governing Regulations*. *Administrative Regulations* promote the responsible and efficient administration of the University and the accomplishment of its goals. The President makes final approval of the *Administrative Regulations*.

2. Human Resources Policies and Procedures

The *Human Resources Policies and Procedures* define University employees and provide interpretation and implementation of University policies concerning University employment. The President, or designee, makes final approval of the *Human Resources Policies and Procedures*.

3. Business Procedures

The *Business Procedures Manual* includes information related to the purchasing of goods and services, payroll activities, accounting for financial transactions, presents policy statements to aid in decision-making and procedure steps for implementation and assists all University departments in handling their daily business transactions. The President, or designee, makes final approval of the *Business Procedures Manual*.

For questions, contact: [Office of Legal Counsel](#)