

# Office of the University Auditor

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## *Unit Mission Statement*

### **Educational Support or Administrative Unit Mission Statement**

"To review the activities of the University and provide management and the Board of Visitors with an independent, objective assurance and consulting activity that provides analyses, appraisals, recommendations, and pertinent comments which will add value and help the University achieve its goals and objectives."

## *Expanded Statement of Institutional Purpose*

### **Institutional Mission Reference**

The mission and goals of Old Dominion University can be found in the University Catalog and the 2000-2005 Strategic Plan. The University endeavors to excel in its chosen higher education and community goals and wishes to continually evaluate its operations to ensure the highest quality programs and service. The Office of the University Auditor is a vital part of the University's efforts at evaluating the performance, quality and effectiveness of its operations and providing services that help the University in the attainment of its goals.

### **Institutional Goal(s) Supported**

Through its daily activities, the Office of the University Auditor strives to support the University's overall mission and goals by evaluating the performance, quality and effectiveness of operations and services.

## *Intended Objectives for your unit, Methods for Assessment, and Criteria for Success for each Intended Objective*

### **Intended Objective 1**

Conduct a regular schedule of audit reviews based on risk assessment, management needs and mission critical areas to promote and verify compliance with laws, regulations, policies, procedures and good business practices.

**Method for Assessing Objective 1 and Criterion for Success:** Periodic risk analyses are conducted and annual audit schedules are constructed to achieve the above objective. The accomplishment of annual audit plans and implementation of recommended corrections to deficiencies noted (verified through follow-up reviews) provide means of assessing. Audit accomplishment and recommendation implementation are also criteria for success of the objective.

### **Intended Objective 2**

Through the conduct of regular audits, special projects, reviews or consulting, assist management in solving problems or reaching goals by providing useful, value-added work that results in process improvements, efficiency and attainment of University goals.

**Method for Assessing Objective 2 and Criterion for Success:** Follow-up reviews are conducted to determine if recommendations for improvement have been implemented and have resulted in intended improvements. The usefulness of our services are also assessed through post-audit surveys of audited departments and informal conversations. Yearly conversations are held with vice presidents to assess their concerns and solicit suggestions for reviews. Criteria for Success include successful implementation of recommendations and their success in improving operations, favorable ratings on surveys indicating that our services were of value, and subsequent calls for assistance that indicate the value of our work.

**Intended Objective 3**

Serve as part of the University's continuous assessment process through regular audits and special projects.

**Method for Assessing Objective 3 and Criterion for Success:** Follow-up reviews are conducted to determine if recommendations for improvement have been implemented and have resulted in intended improvements. The usefulness of our services are also assessed through post-audit surveys of audited departments and informal conversations. Yearly conversations are held with vice presidents to assess their concerns and solicit suggestions for reviews. Criteria for Success include successful implementation of recommendations and their success in improving operations, favorable ratings on surveys indicating that our services were of value, and subsequent calls for assistance that indicate the value of our work.

**Intended Objective 4**

Provide investigative services to the University in the event of suspected fraud, waste or abuse. Conduct and manage investigations concerning Old Dominion University that are reported to the Commonwealth's Fraud, Waste and Abuse Hotline managed by the Department of the State Internal Auditor.

**Method for Assessing Objective 4 and Criterion for Success:** The actual performance of the investigative work constitutes assessing our effectiveness on this objective. The completion of investigations, with resolution as to appropriate conclusions and/or recovery of funds are criteria for success. Completion of Hotline calls within the DSIA time framework is also a criterion.

**Intended Objective 5**

Assist Board of Visitors in their duties of overseeing the Institution in the public interest by providing regular reports and results from internal audit activities.

**Method for Assessing Objective 5 and Criterion for Success:** Quarterly reports are made to the Board. Criterion for Success include having the quarterly meetings and providing information to the Board, and indications from the Board that our results are interesting and that we are providing the type of information desired.

**Intended Objective 6**

Serve as a resource to the University in questions of compliance, internal controls, business practices, etc.

**Method for Assessing Objective 6 and Criterion for Success:** Providing the answers to questions, both during audits or during calls from departments, helps us assess whether we are accomplishing this objective. Criteria of success include conducting research, answering questions and providing information.