Policy #1003
UNIVERSITY RESPONSIBILITY FOR COMPLIANCE

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: May 16, 2013

A. PURPOSE

The purpose of this policy is to establish the University’s framework for compliance with applicable laws, rules and regulations, and institutional policies and to define the responsibilities of the Compliance Committee, Vice Presidents, and individuals in meeting and maintaining compliance requirements.

B. AUTHORITY

Code of Virginia Section 23.1-1301, as amended, grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

University Policy #1002 – Code of Ethics, Goal # 1 – “We are responsible for maintaining the highest level of ethical standards, and for complying with all applicable laws, regulations and University Policies.”

C. DEFINITIONS

Compliance Committee – A University-wide group made up of key individuals knowledgeable of compliance issues, whose chair is appointed by the President.

Compliance Calendar - A register of compliance activities that includes a description of the activity, due date, regulation reference, responsible vice presidential area, responsible office, responsible position number and title, and status of compliance.

D. SCOPE

This policy applies to all employees, students, volunteers, employees of affiliated organizations who are paid through the University, and vendors. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University’s programs are in session. Volunteers include individuals who perform services in support of the University’s mission without promise, expectation, or receipt of compensation for services.
rendered. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association. Vendors are those individuals who have a relationship with the University by virtue of a contract.

E. POLICY STATEMENT

Compliance with laws, rules, and regulations that govern the University is an ever growing responsibility of university life and is mandated by a number of oversight agencies and organizations that impose legal regulations on the University. The risks of non-compliance can be significant, and may include, but are not limited to, loss of accreditation, reputation, and/or funding, financial and non-financial penalties, and potential criminal prosecution.

This policy outlines the University's compliance structure and responsibilities in its commitment to fostering an institutional culture of ethical conduct and compliance with laws, rules and regulations and institutional policies. University compliance is a shared responsibility among employees, students, volunteers, vendors, Vice Presidents and the Compliance Committee, whose responsibilities are described below.

All University employees, students, volunteers and vendors are expected to be aware of and comply with any laws, rules and regulations and institutional policies that are applicable to their respective status and responsibilities with the University. They are also responsible for being cognizant of any changes in the compliance environment that may impact these responsibilities and, where applicable, cooperating with other affected units of the University in order to ensure compliance requirements are met for the University as a whole.

Vice Presidents are responsible for promoting compliance awareness and responsibilities within their respective organizations; maintaining a list of all compliance requirements for the units within their organizations; and developing programs, processes, and internal controls to ensure compliance requirements are being met.

The role of the Compliance Committee is to promote compliance awareness among the University’s academic and administrative units. These duties include:

- Promoting effective communication and collaboration among those responsible for compliance;
- Monitoring emerging compliance trends and disseminating information as needed;
- Serving as a resource in developing or improving compliance related processes;
- Working with the University Policy Review Committee to ensure development of policies and procedures required for current or future compliance requirements; and
- Making recommendations to senior management as to any resources or actions required for University compliance.

F. PROCEDURES

1. The President will appoint the chair of the Compliance Committee, who will consult with the Vice Presidents to establish members of the committee. The chair determines the scope and frequency of meetings of the Committee in the fulfillment of its duties as outlined in this policy.

2. The Vice Presidents will maintain a list of all compliance requirements for the units within their organizations. The list should include the position title and number of the employee(s)
responsible for each compliance requirement and the due date(s), when applicable. The lists will be submitted to the Compliance Committee at the request of the chair, or as changes are made throughout the year. The lists submitted by the Vice Presidents will be used to update the Compliance Calendar maintained by the Committee. Vice Presidents should ensure that position descriptions for those employees who have been identified as responsible for meeting compliance requirements include compliance as a core responsibility that is evaluated during the annual evaluation process. On an annual basis as determined by the Compliance Committee, Vice Presidents will be required to submit a current status report on each compliance requirement within their organizations.

3. The Compliance Committee will coordinate the annual update of the Compliance Calendar, which will be posted on the Compliance Committee’s website maintained by the University Auditor.

G. RETENTION

Applicable records must be retained and then destroyed in accordance with the Commonwealth’s Records Retention Schedules.

H. RESPONSIBLE OFFICER

University Auditor

I. RELATED INFORMATION

Board of Visitors Policies
University Policies and Procedures
Human Resources Policies
Computing Policies
POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Deane Hennett ________________________ April 19, 2013 ______________
Responsible Officer Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks ________________________ March 26, 2013 ______________
Chair, Policy Review Committee (PRC) Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ David F. Harnage ________________________ May 7, 2013 ______________
Responsible Oversight Executive Date

University Counsel Approval to Proceed:

/s/ R. Earl Nance ________________________ May 15, 2013 ______________
University Counsel Date

Presidential Approval:

/s/ John R. Broderick ________________________ May 16, 2013 ______________
President Date

Policy Revision Dates: May 16, 2013

Scheduled Review Date: May 16, 2018