A. PURPOSE

The purpose of this policy is to establish the authority of the Old Dominion University Internal Audit Department as a means to fulfill its mission to the University.

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. Section 7.01 of the Board of Visitors Bylaws grants specific authority to the University Auditor.

**Board of Visitors Policy 1610 – Charter of the Internal Audit Department**

C. DEFINITIONS

N/A

D. SCOPE

This policy applies to all employees, students, volunteers, employees of affiliated organizations who are paid through the University, and visitors to the institution. 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. 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. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property, owned, leased, or otherwise controlled by the University.
E. POLICY STATEMENT

The Internal Audit Department was established to assist the Board of Visitors and management of Old Dominion University. As appropriate to accomplish this mission, the Internal Audit Department will have a dual focus: (1) to provide an independent and objective appraisal of the University's financial, operational and information systems, and to evaluate the internal control environment; and (2) to work with management in a proactive and creative manner to ensure the development and provision of services and processes in the most efficient and effective manner.

To the extent permitted by law, the Internal Audit Department shall have timely and unrestricted access to all University activities, properties, personnel, and records that are relevant to fulfillment of the department’s mission to the University.

It is understood that certain items of the University are confidential in nature and special arrangements will be made by the Internal Audit Department when examining and reporting upon such items.

The Internal Audit Department is to be independent in the conduct of its mission. As such, it shall:

- be free from control or undue influence in the selection and application of audit techniques, procedures, and programs;
- be free from control or undue influence in the determination of facts revealed by the examination or in the development of recommendations or opinions as a result of the examination, and
- be free from undue influence in the selection of areas, activities, personal relationships, and managerial policies to be examined. No legitimate source of information is to be closed to the auditor.

F. PROCEDURES

Individuals in receipt of inquiries from members of the Internal Audit Department shall respond to requests and inquiries within requested or reasonable time frames and assist the Internal Audit Department as needed in conducting audits, reviews or investigations.

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

University Policy 3003 – Detection, Investigation and Reporting on Fraud and Misuse of University Property/Funds
University Policy 3004 – Internal Audit Response Procedures
Where to go with issues or concerns:

- The State Employee Fraud, Waste, and Abuse Hotline, 1-800-723-1615
- The Virginia Department of Employment Dispute Resolution (EDR)
- Internal Audit Department
- Old Dominion University Department of Human Resources
- Office of Institutional Equity and Diversity
POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Amanda Skaggs  December 18, 2014  
Responsible Officer  Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks  October 28, 2014  
Chair, Policy Review Committee (PRC)  Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ David F. Harnage  December 22, 2014  
Responsible Oversight Executive  Date

University Counsel Approval to Proceed:

/s/ James D. Wright  December 23, 2014  
University Counsel  Date

Presidential Approval:

/s/ John R. Broderick  
President  
John R. Broderick  Date

Policy Revision Dates:  December 1, 1988; September 30, 2009; December 24, 2014

Scheduled Review Date:  December 24, 2019