OLD DOMINION UNIVERSITY
University Policy

Policy #3002
AUTHORITY OF THE INTERNAL AUDIT DEPARTMENT

Responsible Oversight Executive: Chief Operating Officer
Date of Current Revision or Creation: September 30, 2009

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

Virginia Code Section 23-9.2:3, as amended, grants authority to the Board of Visitors to establish rules and regulations for 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.

Old Dominion University 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, 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 attending classes whether enrolled or not enrolled. Affiliated organizations are separate entities that exist for the benefit of the University 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

Internal Audit was established to assist the Board of Visitors and management of Old Dominion University. As appropriate to accomplish this mission, Internal Audit 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:

- The Internal Audit Department shall be free from control or undue influence in the selection and application of audit techniques, procedures, and programs.
- The Internal Audit Department shall 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.
- The Internal Audit Department shall 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

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

G. RESPONSIBLE OFFICER

University Auditor

H. 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:

- Old Dominion University Department of Human Resources
  http://www.odu.edu/ao/humanresources/
- Office of Institutional Equity and Diversity
  http://www.odu.edu/ao/oied/
- Office of the University Auditor
  http://www.odu.edu/ao/auditor/
- The State Employee Fraud, Waste, and Abuse Hotline, 1-800-723-1615
  http://www.doa.virginia.gov/DSIA/Fraud_and_Abuse_Hotline.cfm
- The Virginia Department of Employment Dispute Resolution (EDR)
  http://www.edr.virginia.gov/

POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

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Responsible Officer Signature Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks May 25, 2009
Policy Review Committee (PRC), Date
Chair Signature

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Robert L. Fenning September 29, 2009
Responsible Oversight Executive Signature Date

Presidential Approval:

/s/ John R. Broderick September 30, 2009
President Date

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

Scheduled Review Date: September 30, 2014