TITLE: BOG/SUS DATA REQUESTS (HIT LIST) RESPONSE

OBJECTIVE AND PURPOSE: To establish a process for the Division of Facilities response to all required BOG/SUS Data Requests in a timely fashion.

RESPONSIBILITY

UNIVERSITY ARCHITECT & VP FOR FACILITIES
- Review BOG/SUS Data Requests at each UAVP Directors Meeting and ensure that for any Division Hit List Item the responsible party is appropriately identified and has all necessary resources to complete in a timely response.

DIRECTOR (Responsible Party)
- Prepare an appropriate response for the Hit List requirement(s). Transmit on department letterhead a signed memorandum (Attachment “A”) along with the Hit List documentation and notification received, if any, from the BOG, to the Office of the University Architect & Vice President for Facilities a minimum of four (4) working days prior to the due date.

UNIVERSITY ARCHITECT & VP FOR FACILITIES
- Within two (2) working days of receipt of the Hit List response, review response for completeness and coordination purposes with other departments.

ADMINISTRATIVE ASSISTANT
- Scan Hit List response and forward electronically to the following:
  - SUS-Submissions@flbog.edu
  - FAU Office of Institutional Effectiveness & Analysis (hayn@fau.edu)
  - Director who prepared the response
  - UAVP
- File Hit List document accordingly.

ATTACHMENT
- Standard Transmittal Memorandum – Attachment “A”

Issued By: Donaudy Date Issued: 4/2001 Date Revised: 1/2011 Effective Date: 4/2001

APPROVED: Vice President Associate V.P. N/A Director
MEMORANDUM

TO: Office of Institutional Effectiveness & Analysis
THRU: University Architect & VP for Facilities
FROM: (Director of Responsible Party)
DATE:
RE: Hit List #________
   (Description of Hit List):

Please find attached the information required for the above referenced Hit List for transmittal to the Florida Board of Governors, State University System.

Thank you.

Attachment
Pc: files

Attachment “A”