



University Architect & Associate VP Policy & Procedure #10

TITLE	BOE HIT LIST RESPONSE
OBJECTIVE AND PURPOSE	To establish a process for the University Architect's Division for responding to all Hit List items in a timely fashion.
RESPONSIBILITY	<u>ACTION</u>
ASSOCIATE VICE PRESIDENT	<ul style="list-style-type: none"> ◆ Review BOE Hit List at each Director's Meeting and ensure that for any Division Hit List Items the responsible party is appropriately identified and has all necessary resources to complete a timely response.
DIRECTOR (Responsible Party)	<ul style="list-style-type: none"> ◆ Prepare an appropriate response for satisfying the Hit List requirement(s). On department letterhead, according to Attachment "A", transmit (1) copy of the response to the Associate Vice President a minimum of four (4) working days prior to the due date.
ASSOCIATE VICE PRESIDENT	<ul style="list-style-type: none"> ◆ Within two (2) working days of receipt of the Hit List response, review response for completeness and coordination purposes with other departments. Review with University Architect as required. Sign Standard Transmittal Memorandum – Attachment "A".
ADMINISTRATIVE ASSISTANT	<ul style="list-style-type: none"> ◆ Hand deliver Hit List response to the FAU Office of Institutional Effectiveness & Analysis.
ATTACHMENT	<ul style="list-style-type: none"> ◆ Standard Transmittal Memorandum – Attachment "A"

Issued By: Donaudy	Date Issued: 4/2001	Date Revised: 5/2005	Effective Date: 4/2001
APPROVED:	Vice President	Associate V.P.	N/A Director

MEMORANDUM

SAMPLE

TO: Norma Hay, Coordinator
Office of Institutional Effectiveness & Analysis

THRU: Tom Donaudy, Associate Vice President
Office of the University Architect

FROM: (Director of Responsible Party)

DATE:

RE: Hit List # _____
(Description of Hit List):

Find attached the information required for the above referenced Hit List Item for transmittal to the Board of Education.

Attachment

Pc: R. Friedman
files

Attachment "A"