



## University Architect & Associate VP Policy & Procedure #10

<b>TITLE</b>	<b>BOE HIT LIST RESPONSE</b>
<b>OBJECTIVE AND PURPOSE</b>	To establish a process for the University Architect's Division for responding to all Hit List items in a timely fashion.
<b>RESPONSIBILITY</b>	<b><u>ACTION</u></b>
<b>ASSOCIATE VICE PRESIDENT</b>	<ul style="list-style-type: none"> <li>◆ 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.</li> </ul>
<b>DIRECTOR (Responsible Party)</b>	<ul style="list-style-type: none"> <li>◆ Prepare an appropriate response for satisfying the Hit List requirement(s). On department letterhead, according to <b>Attachment "A"</b>, transmit (1) copy of the response to the Associate Vice President a minimum of four (4) working days prior to the due date.</li> </ul>
<b>ASSOCIATE VICE PRESIDENT</b>	<ul style="list-style-type: none"> <li>◆ 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. <b>Sign Standard Transmittal Memorandum – Attachment "A"</b>.</li> </ul>
<b>ADMINISTRATIVE ASSISTANT</b>	<ul style="list-style-type: none"> <li>◆ Hand deliver Hit List response to the FAU Office of Institutional Effectiveness &amp; Analysis.</li> </ul>
<b>ATTACHMENT</b>	<ul style="list-style-type: none"> <li>◆ <b>Standard Transmittal Memorandum – Attachment "A"</b></li> </ul>

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

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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"**