



NORTH CAROLINA SCHOOL OF  
SCIENCE AND MATHEMATICS

Title	SELECTION CRITERIA AND OPERATING INSTRUCTIONS FOR SPECIAL RESPONSIBILITY CONSTITUENT INSTITUTIONS
Authority	Chancellor
History	Effective July 1, 2007; Last revised October 23, 2007
Legal Reference	BOG <a href="#">600.3.1</a> Selection Criteria and Operating Instructions for Special Responsibility Constituent Institutions
Additional References	GS 116-30.1 – 116-30.6
Responsible Offices	Chancellor, Vice Chancellor for Operations
Classification	6500

1. POLICY

The UNC Board of Governors Policy 600.3.1 identifies the detailed criteria and operating instructions for campuses to achieve and retain the status as a Special Responsibility Constituent Institution. The policy includes instructions concerning budget administration, human resources administration, purchasing, impact on education, and reporting requirements. This NCSSM policy implements the UNC Board of Governors policy.

2. GENERAL REGULATIONS

- 2.1 The Chancellor must assume personal responsibility and also establish the appropriate administrative and internal control procedures for carrying out the special delegations of authority. The Chancellor must certify that the administrative capability on campus in the areas of budgeting and accounting, human resources, and purchasing are sufficient to carry out the increased flexibility being granted.
- 2.2 The institution must maintain its financial records in such a manner that there are no significant findings in the annual financial audit reports, special reports, electronic data processing reports, performance reports, management letters, or any other report issued by the State Auditor's Office.
- 2.3 Each Chancellor shall prepare a plan for the uses of appropriations carried forward from the previous fiscal year, and anticipated lapsed salary funds for the current year, which should be submitted to the UNC General Administration on a form supplied by the University.
- 2.4 Chancellors may delegate the authority for approving department plans for expenditures authorized under budget flexibility, but may not delegate the authority below the level of the appropriate Vice Chancellor.
- 2.5 Chancellors shall review an annual internal audit report on expenditures authorized under budget flexibility.
- 2.6 The Chancellor shall ensure that procedures and support systems are in place to provide for the effective operation and maintenance of all existing campus buildings and infrastructure. New facilities financed by the 2000 Higher Education Bond Program or any other sources of funds shall become a part of an effective program of preventive maintenance from the time that construction is completed. Procedures shall also be in

place to assure proper accountability and safeguarding of all fixed assets and other items purchased by the University.

- 2.7 Specific instructions are included in the UNC Board of Governors policy concerning budget administration, human resources administration, purchasing, impact on education, and reporting requirements.

### 3. PROCEDURES

- 3.1 The UNC Board of Governors approved NCSSM's designation as a Special Responsibility Constituent Institution on May 10, 2002.
- 3.2 The Chancellor has retained the authority for approving departmental plans for expenditures authorized under budget flexibility.
- 3.3 The Chancellor ensures that the administrative capability at NCSSM in the areas of budgeting and accounting, human resources, and purchasing are sufficient to carry out the increased flexibility that has been granted to NCSSM.
- 3.4 NCSSM follows the instructions included in the UNC Board of Governors policy concerning retaining the designation as a Special Responsibility Constituent Institution, budget administration, human resources administration, purchasing, impact on education, and reporting requirements.
- 3.5 All requests to use the Management Flexibility capability must be approved by the Chancellor in advance. An explanation of the request and supporting documentation is provided to the Chancellor, and an information copy is provided to the Vice Chancellor for Finance and Operations.
- 3.6 After the Chancellor's preliminary approval of the request, the Budget Officer prepares the NCSSM Management Flexibility Request Form, with the documentation attached, to be signed by the requesting Vice Chancellor, Vice Chancellor for Finance and Operations (CFO), and Chancellor. The form includes a brief description of the request, the budget codes impacted by the request, and approval signatures. A blank form is attached.
- 3.7 After the NCSSM Management Flexibility Request Form has been signed, the Budget Officer or Director of Finance and Budget will make the appropriate budget transfer and notify the requestor that the request has been approved.
- 3.8 NCSSM's financial reports shall be prepared by following the Minimum Guidelines to Prepare Financial Reports (Operations Division).
- 3.9 Additional information is included on the UNC-General Administration website for Finance Division, Finance Reports, and UNC Budget Flexibility Guidelines.