

# MOUNT VERNON NAZARENE UNIVERSITY

*Life Changing*

## **Accountability Policy**

It is the policy of Mount Vernon Nazarene University to demonstrate accountability to key stakeholders, the Church of the Nazarene, and the University's other publics at all times by:

- Complying with applicable reporting regulations from governmental agencies and accreditation organizations.
- Assessing, documenting and reporting institutional performance to key stakeholders through appropriate means and at appropriate times in a spirit of transparency.
- Defining and maintaining clearly defined roles and responsibilities for units within the University and for individuals within the units.
- Promoting a community of trust and transparency.
- Promoting a sense of professional responsibility to one another.
- Cultivating strong collaborative relationships with local and regional media.
- Encouraging its employees to continue to develop and implement means by which the University's financial, human, and physical assets are utilized for greater impact.

The Accountability Policy is to be implemented in close harmony with the Policies on Financial Stewardship, and Governance and Authority.

The following outlines the roles and University position assigned to the role.

<b>Role</b>	<b>University Position</b>
Executive sponsor	President

The Accountability Policy applies to the following functional areas or positions.

<b>Functional Areas or Positions</b>	<b>Specific Policy Application</b>
President	To execute the Accountability Policy.
Senior Leadership Team	To define and implement the Accountability Policy in divisional responsibilities.
All University employees	To adhere to the Accountability Policy and its supporting procedures.

Compliance with the Accountability Policy is critical and includes the following.

Action	Guideline
Defining personnel responsibilities	Each employee will be provided a written position description with current, assigned responsibilities by the employee's supervisor.
Monitoring compliance	Compliance with the Accountability Policy will be periodically evaluated through structural and organizational audits.
Reporting University performance	Each member of the Senior Leadership Team will develop a means of communicating key performance measures to key stakeholders in formats the stakeholders value.
Complying with the Accountability Policy	Policy compliance standards and expectations are defined and described in the <i>Faculty Handbook</i> and <i>Staff Handbook</i> .

The following documents provide the critical means of implementation of the Accountability Policy.

Required Documents	Purpose
<i>Faculty Handbook</i>	To outline the organization, responsibilities and expectations of faculty members, to define benefits accorded to faculty, and to provide means for faculty growth and evaluation.
<i>Staff Handbook</i>	To outline the organization, responsibilities and expectations of staff members, to define benefits accorded to staff, and to provide means for staff growth and evaluation

Additional Documents	Purpose
Unit organization manuals	To outline specific employee responsibilities and expectations as they may exist within the operations of a given unit

There are no exclusions or exceptions of the Accountability Policy.

The following individuals can be contacted for questions on the Accountability Policy as outlined here.

For	Contact
Any question	Unit supervisor
Reporting misuse of the Accountability Policy	Unit supervisor, Provost and Chief Academic Officer, or Director of Human Resources

The following outlines the approval, review, and revision history of the Accountability Policy.

Version	Approval Date of Version	Version Type
1	January 2010	Initial Release