

ADMINISTRATIVE ORGANIZATION**I. Purpose**

Board Policy 100.4 sets out the rules and regulations of the Board of Trustees of the University of Arkansas for the governance and administration of the University. The purpose of this policy is to provide further guidance regarding the administrative functions of the University System organized under the President.

II. Organization

The administrative functions of the University System are organized under the President into the following areas:

- A. The Office of Academic Affairs is responsible for coordination and review of academic programming, including distance education, among the UA System campuses. The Vice President for Academic Affairs serves as a liaison to the campuses and to other branches of state government regarding academic policy and assists the President with administrative personnel searches throughout the system.
- B. The Office of Finance and Administration is responsible for coordinating all financial policies and procedures in the UA System, including annual budgeting, debt financing, investments, oversight of capital projects and required financial reporting. The office works with the campuses to manage the process for the issuance of capital construction bonds, which are general obligations of the Board of Trustees. The office also works with the President and the chancellors, or chief executive officer for each campus, division or unit, to review annual operating budgets for approval of the board; coordinates investment policy decisions; prepares annual consolidated financial statements; and implements system policies regarding capital construction. The office includes the fringe benefits section, which coordinates and oversees the university retirement and health plans.
- C. The Office of University Relations is responsible for coordinating government relations and legislative advocacy activities among the campuses and divisions of the UA System and serving as a liaison from the University to the Arkansas General Assembly, the governor's office, the Arkansas Department of Higher Education and other public entities.
- D. The Office of General Counsel is responsible for managing and supervising all legal affairs for the University. As part of its function, it provides legal advice and representation to the University, members of the Board of Trustees and administrators and employees acting in the course and scope of their employment. Only the General Counsel or the President is authorized to request, on behalf of the University, Attorney General Opinions or official opinions from federal, state or other regulatory agencies.

Written approval of the General Counsel is required to retain outside counsel to represent (1) a campus, division, or unit of the University or (2) an officer or employee acting in their official capacity or in connection with conduct occurring within the course and scope of their employment.

May 19, 2025

April 29, 2016