
Statement on Stewardship

Example

Professional Responsibility, Expectations, and Support

*Expectations for Stewardship and Use of
Organizational Resources in
Human, Financial, Physical and Information Technology*



Professional Responsibility Statement

Individual Professional Responsibilities

Stewardship: “The careful and responsible management of something entrusted to one’s care” [Merriam-Webster’s Online Collegiate Dictionary](#).

As someone with administrative needs or supervisory responsibilities, you have a stewardship responsibility to support and enhance the mission of the University, to ensure that the University fulfills its legal and financial obligations to internal and external stakeholders, to safeguard the University’s financial, human, information and physical assets, and to create an atmosphere that encourages all members of the University community to contribute to the overall excellence of the University.

This statement outlines your fundamental responsibilities inherent in functioning as a user and steward of University resources. It is intended to introduce these responsibilities to both employees who are new to the University or their roles, and to guide longer-term faculty, staff and graduate students. The document will refer you to University procedures and offices where you will find assistance regarding specific policies and processes or forms. In addition, each campus, school or campus and major unit has its own policies and procedures that are consistent with and supplemental to those that apply University-wide.

Contents In Brief

- 1) Stewardship of Human Resources
 - 2) Stewardship of Financial Resources
 - 3) Stewardship of Physical Resources, the Environment and Safety
 - 4) Stewardship of Information
 - 5) Compliance with Legal Obligations
 - 6) Protection and Assistance Afforded by the University
-

Stewardship of Human Resources

It is vital that the University foster learning, creativity and productivity, and support the vigorous exchange of ideas and information, not only in the classroom but in the work place environment as well. Stewardship of the University's human resources involves creating a work environment in which people treat each other with respect and dignity, regardless of their roles, responsibilities or differences. Further, it involves providing others with support, direction, and resources that allow them to accomplish the responsibilities of their roles and to reach related goals for professional and personal growth. As a steward of human resources your fundamental responsibilities, professionally and personally, include:

- Learning, following and upholding the University's policies in human resource management and institutional equity, including applicable external policies, and governmental and regulatory requirements.
- Maintaining high ethical standards and demonstrating integrity, honesty and trustworthiness in all that you do as a representative of the University.
- Respecting the academic and scholarly mission of the University as well as the diverse contributions of each colleague and employee who, directly or indirectly, help the University achieve its mission.
- Creating a positive and healthy work environment that will foster creativity, teamwork, collaboration and productivity among members of the University community.
- Hiring and retaining qualified, productive employees while providing a level playing field and opportunity for individual success.
- Maintaining effective and efficient work processes that support the decentralized organization of the University, and minimizing waste and duplication.
- Seeking ways to continuously improve work processes in which you participate or you control. This includes openly sharing information, improvement strategies and helping others learn from your experiences.
- Practicing open and direct communication while developing insight and appreciation for diverse perspectives, fostering collegiality and strengthening team work.
- Exerting a positive influence in the work place through personal words and actions.
- Participating in candid, developmentally oriented performance discussions to identify progress in meeting goals.
- Investing in professional development and acquisition of new skills and knowledge through education, training, networking and mentoring.
- Creating a work place where members share responsibility for supporting its mission and receive appropriate recognition for their contributions.
- Maintaining the confidentiality of personal data and information.
- Managing outside affiliations in a manner that is supportive of and non-competitive with the University's mission.
- Seeking an appropriate work-life balance as a way of ensuring personal and professional effectiveness.

For further information, contact the Human Resources representative in your unit, contact the following individuals: _____ or access websites:

_____.

Stewardship of Financial Resources

University financial statements are prepared in accordance with generally accepted accounting principles and are annually audited against those standards. Stewardship of the University's financial resources is the responsibility of every leader/manager. Financial stewardship typically includes developing; implementing, maintaining and following established administrative and accounting procedures, as well as complying with all relevant governmental and regulatory requirements. As a user and steward of these resources, your fundamental responsibilities include:

- Learning, following and upholding financial policies, processes, procedures, and record-keeping requirements established by the University, its entities and external agencies.
- Expending or committing funds within approved University and research budgets using authorized financial and accounting procedures while maintaining records appropriate to these transactions.
- Purchasing quality goods and services and ensuring fair and competitive prices.
- Monitoring current expenditures and revenues regularly for accountability purposes including the proper reporting of time and effort and correct payment of wages to employees and payments to vendors.
- Constructing budgets based on a thorough analysis of need that conforms to University budgetary guidelines and processes.
- Establishing basic internal controls, including segregation of duties to maintain appropriate checks and balances, in order to ensure that transactions are appropriately executed and recorded.
- Being observant to control weaknesses that lead to waste, misuse, or destruction of assets and taking action to correct such weaknesses.
- Reporting to an appropriate University authority all known or suspected misappropriations and conflicts of interest.
- Maintaining the confidentiality of University financial information as required.
- Participating in or performing periodic internal reviews to ensure continued compliance with University financial policies and administrative and accounting procedures.
- Maintaining systems security and a secure computer environment for financial and other University records.
- Preserving systems integrity while monitoring and reporting the nature and extent of access or processing problems.

For additional information, contact the financial or business manager in your unit, or access the following individuals: _____ and websites:

_____.

Stewardship of Physical Resources, the Environment and Safety

The physical resources that constitute the buildings, grounds and equipment of the University are among its most important resources. These physical assets have been created and acquired over many years and represent the physical embodiment of the University. As a user or managing steward fundamental responsibilities include:

- Learning, following and upholding University policies dealing with physical resources, the environment, equipment and safety.
- Protecting, preserving and maintaining physical assets which you use, or for which you are responsible, in a manner that assures their continued existence in the best possible condition.
- Promoting the efficient utilization of space.
- Participating in the responsible occupancy and operation of University buildings, offices, classrooms, and equipment.
- Promoting a safe and healthy environment for members of the University community, visitors and others.
- Disposal of University assets in a responsible manner that follows University guidelines.
- **Additional statements as the University, its executives and key academic leaders may add**

For additional information, contact _____.
The following documents provide more detailed information about many of the above Stewardship statements and are available at: _____.

Stewardship of Information and Technology Resources

As an user and steward of University resources, you have access to various sources and types of information and supporting technologies in order to complete the responsibilities of your position. Your use of the information and technology is governed by _____ and federal policies. Much of the information the organization keeps is considered confidential and private and must be preserved accordingly.

Standards and policies have been established to govern access, release, and use of the University's information resources. To receive access to the Organization's electronic information resource, you must commit to the standards and policies related to appropriate handling and use. Users and stewards who misuse or abuse access to information and technology resources are subject to the consequences of such action.

As a steward and user of information resources, your fundamental responsibilities include:

- Understanding and abiding by the principles of data access, privacy and management.
- Using departmental or University data and technology in accordance with University standards, whether for administrative, academic, research or medical purposes.
- Learning, following, and upholding the laws, regulations and standards that protect information from unauthorized access, alteration, disclosure, or destruction.
- Collecting data with careful consideration to the amount of information needed to serve a defined, legitimate, and current institutional purpose.
- Storing information obtained under secure conditions and taking every reasonable effort to maintain privacy and confidentiality of such data.
- Following or establishing procedures and practices for purging and archiving data, taking into account requirements for maintaining, preserving, securing and accessing historical data.
- Sharing data widely and appropriately with other members of the University community to avoid unnecessary duplication.
- Prior to sharing data, ensuring the recipient is authorized to access such data and understands recipient responsibility as a user/steward.
- Interpreting and presenting accessed data in a professional, accurate manner.
- Using data only for the purpose for which it was collected
- Disposing of confidential data in an authorized manner.

For additional information, contact: _____;
the following individuals: _____; the office of
_____; or see web site: _____.

Compliance With Legal Obligations

The organization has substantial legal, financial and audit responsibilities in its capacities as a major employer and recipient of federal, state and private funds. Stewardship entails heeding policies and procedures designed to comply with these requirements. As a user and steward, your fundamental responsibilities include:

- Reviewing and observing all University-wide policies, procedures, processes and record keeping requirements as well as those specifically governing your campus and academic or administrative unit.
- Becoming familiar with and observing all policies, procedures and legal requirements imposed on the University as the result of accreditation, or from having accepted external funds.
- Maintaining the confidentiality of University information as required by University policies and applicable laws.
- Refraining from all possible infractions or incidents that may create or have created possible liability for the University or its representatives, and reporting any such circumstances to an appropriate University official.
- Maintaining accurate and complete documents as required by the University and regulatory agencies in order to comply with fiduciary requirements.
- Advising the chief executive of your campus, division or central administrative offices of any communication relating to the University from lawyers who do not represent the University.

For additional information, contact: _____.

Protection and Assistance Afforded by the Organization

- While every situation must be evaluated on its own merits, it is the organization's commitment to defend and indemnify faculty, staff and graduate students who become parties to legal proceedings by virtue of their good faith efforts to perform the responsibilities of their employment.
- Faculty, staff and graduate students who fail to adhere to these standards compromise the organization and their colleagues, as well as themselves. Additionally, they risk losing organizational defense and indemnification while being subject to organizational sanctions.

For additional information, contact: _____.

Developed for The College/University by _____ date _____.