

A Statement from the Chancellor

Dear Colleagues:

Because of our complex business environment and limited resources, staff and faculty often face serious challenges in performing their duties. This Guide, *Navigating UC Berkeley's Business Environment: A Guide to Administrative Responsibilities*, was developed to serve as a useful reference tool for all individuals who perform various administrative functions on this campus. Although not all-inclusive, it lays out the core concepts of accountability and delegation of authority, and provides helpful guidance about many of the issues that we face each day. The Guide provides basic information to help you resolve specific issues in an efficient and effective manner, and contains direct linkages to relevant web sites and other sources of assistance.

The Guide is the outcome of efforts of the Controls Initiative Advisory Committee. The Committee, as well as the individuals responsible for specific subject areas, reviewed each section for accuracy.

The Guide will:

- Provide an easy-to-use reference to answer typical questions about who is responsible for what;
- Clarify areas of accountability and responsibility for central and departmental administrative officials;
- Refer users to assistance available from administrative support departments; and
- Introduce a prototype code of conduct for administrative officials.

I encourage you to refer to this Guide frequently as you carry out your administrative responsibilities. A web version of the Guide with hot links and search capability is available on the Office of the Controller's web site (<http://controller-fs.vcbf.berkeley.edu/>). The web version of this Guide will be updated regularly to reflect policy, procedure and organizational changes. If you have any corrections, additions or suggestions for additional subject matter, please submit them to the Office of the Controller at cntrllr@uclink4.berkeley.edu for consideration by the Controls Initiative Advisory Committee.

Each of us plays a vital role in the success of the teaching, research and public service mission of the University of California, Berkeley. I hope this Guide will help you navigate UC Berkeley's business environment.

Sincerely,

Robert M. Berdahl
Chancellor