D. Responsibilities of the Vice President for University Advancement

The Vice President for University Advancement is responsible for the following tasks in the acquisition and stewardship of private support for the University:

1. Providing leadership and management for the University’s advancement programs, which include the Offices of University Advancement, Alumni Affairs, University Relations, and Advancement Services.
2. Coordinating the private fund-raising activities of the University, which include annual giving, major and planned giving, foundation and corporate giving, and capital fund-raising campaigns.
3. Working closely with the President, Provost and other Vice Presidents, and deans of the colleges and schools to establish appropriate fund-raising priorities for the highest needs of the University.
4. Approving all fund-raising programs and capital campaigns of the University.
5. Establishing all accounts with the Capstone Foundation within the guidelines established by the Vice President for Financial Affairs and the Capstone Foundation.
6. Coordinating the approving of all Memoranda of Agreement between donors and the University and approve recommended resolutions of the Board before they are submitted to the President for approval and submission to the Chancellor.
7. Establishing and assisting in the maintenance of University fund-raising support groups in both academic and nonacademic areas.
8. Assisting in the selection and recruitment of volunteers who are to be involved in fund-raising efforts of the University.
9. Compiling and maintaining accurate and timely gift records, produce official reports, and send appropriate receipts and acknowledgment for all private philanthropic gifts in conjunction with the Office of Financial Affairs.
10. Providing annual stewardship reports for the President to send to donors or their representatives for endowed funds and certain restricted funds, which are established through private gifts to the University.
11. Providing access to database computer systems and programming personnel to support all private gift recording/administration needs for the University.

E. Responsibilities of the Vice President for Financial Affairs

The Vice President for Financial Affairs is responsible for the following tasks in the acquisition and stewardship of private support for the University:

1. Providing financial accounting and reporting services for all funds received by the University from private sources, in accordance with the practices, principles,
and guidelines established by The Board of Trustees of The University of Alabama (Board), the National Association of College and University Business Officers (NACUBO), the American Institute of Certified Public Accountants (AICPA), and the Government Accounting Standards Board (GASB).

2. Assigning account numbers when gifts are received and ensure that funds are recorded, deposited, and transferred to appropriate accounts, investment pools, etc., as required.

3. Approving Memoranda of Agreement between donors and the University and approve recommended resolutions of the Board before they are sent to the President for approval and submission to the Chancellor.

4. Assisting fund managers in ensuring that funds established by private gifts are spent according to the guidelines and criteria established by the donors and/or specified in Memoranda of Agreement and Board resolutions.

5. Evaluating real property gifts to limit the University's assumption of environmental and/or other liabilities associated with real properties.

6. Preparing and maintaining a list of facilities improvements, including landscaping and geographic area development, which support normal campus activities and could be funded by private gifts. Such improvements would not be named for individuals, but appropriate signs or plaques listing the donor(s) could be placed at the site (normally at donor expense and subject to applicable Board Rules and University policy).

F. Responsibilities of the Vice President for Research

The Vice President for Research is responsible for the following tasks in the acquisition and stewardship of private support for the University:

1. Ensuring that the Office for Sponsored Programs, in communication with the Office of University Advancement, provides services to help faculty, administrative staff, and students secure private support in the form of grants from various corporations and/or foundations for specific instructional, research, and service programs; and provides administrative services for grants that have terms and conditions attached (e.g., specific objectives, work plan, timetable, formal financial accounting, and reporting obligations).

2. When requested by the Provost concerning private gifts that significantly impact University research programs, approving Memoranda of Agreement between donors and the University and approving recommended Resolutions for adoption by the Board before they are sent to the President for approval.