Chapter One

General Policies and Responsibilities

A. Policies of The Board of Trustees of The University of Alabama

University employees involved with the acquisition and stewardship of private gifts to The University of Alabama (University) shall adhere to the current policies of The Board of Trustees of The University of Alabama (Board) as specified in the Board Manual. The following Board Rules of this manual are of particular significance:

1. Rule 104. Honorary Degrees and Recognition: This rule includes specific criteria for naming buildings and programs for financial contributions of donors.

2. Rule 402. Financial Accounting and Reporting

3. Rule 404. Investment Management Policy

4. Rule 411. Minimum Standards, Acceptance, and Reporting of Gifts and Use of Gift Revenue

5. Rule 415. Attachment D. Justification for and Approval of Real Property Acquisitions and Dispositions

B. Responsibilities of the President of The University of Alabama

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

1. Approving Memoranda of Agreement between donors and the University when appropriate.

2. Approving and forwarding recommended resolutions for The Board of Trustees of The University of Alabama (Board) to the Chancellor for submission to the Board.

3. Submitting appropriate proposals and reports to the Chancellor for all fund-raising campaigns, gift receipts, and funding sources in accordance with the guidelines established by Board Rule 411.

4. Participating in the cultivation and solicitation of individuals, corporations, and foundations for private gifts to the University when appropriate.

5. Personally acknowledging selected private gifts to the University through written correspondence or other forms of communication. Generally, gifts valued at $5,000 and above are acknowledged by a letter from the President.

6. Reviewing and sending annual stewardship reports to donors (or their representatives) of endowed funds and selected major nonendowed funds.
If legally permissible, authorizing the expenditure of privately donated funds (and their earnings) for new or different purposes when University programs are changed/eliminated or donor restrictions for the gifts are no longer feasible.

C. Responsibilities of the Provost/Vice President for Academic Affairs

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

1. Ensuring that plans and activities to build external support for the University are based on academic needs and priorities approved by the President.

2. Reviewing plans and guidelines for managing funds given by private donors to support academic programs and ensuring academic units expend restricted funds according to donor requests.

3. Ensuring that specific criteria and procedures are established in accordance with donor stipulations, academic policies, and legal requirements for the recruitment, selection, and appointment of faculty, staff, and students who receive financial support from private gifts to the University (for chairs, professorships, scholarships, etc.).

4. Coordinating the creation of quasi-endowed funds from nonendowed funds when requested by schools and colleges of the University as stipulated in Chapter Four of this document (see Paragraph 1 of “B. Quasi-endowed Funds”).

5. Working closely with the President, Vice Presidents, and deans in establishing appropriate funding priorities for the University’s highest needs.

6. Coordinating the awarding of all student assistance funds received through private gifts.

7. Evaluating all scholarship selections to determine their effect on each student’s total financial aid package.

8. Monitoring status of students receiving financial aid to ensure unused moneys are returned to scholarship accounts when those students
   • fail to enroll;
   • withdraw during the school year; or
   • change status regarding any criteria that affects their being awarded financial aid

9. Coordinating the awarding of athletic scholarships in accordance with National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) rules and regulations and certifying to the SEC Office the type of financial assistance each athlete is receiving before the start of the sport’s participation season.
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,