

UWEC 1, Practice Directives & Procedures

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Practice Directive #	UWEC 1
Division	Finance and Administration
Department	Office of the Vice Chancellor
Contact	Special Assistant to the Vice Chancellor finadmin@uwec.edu
Effective Date	May 1, 2020
Revision Date	July 15, 2022

Authority

State of Wisconsin | [UWS 36.09 \(3\)\(a\)](#)

UW System | [Board of Regents Policies; UW System Administrative Policies & Procedures; SYS 1, Development, Revision, and Approval of UW System Administrative Policies, Procedures, & Guidelines; SYS 2, Development, Revision, and Approval of Academic and Student Affairs Policies; SYS 3, Development, Revision, and Approval of Finance and General Administration Policies & Procedures](#)

Objective

The University of Wisconsin-Eau Claire is committed to establishing and maintaining institutional best practices. In support of this commitment to conduct the business of the University and its campus community in a consistent and orderly manner, we will work to develop practice directives and procedures to make our administrative processes and practices more effective, and so that procedures are understood by the campus community.

Practice directives aim to make simple compliance with UW System or campus policies, state statutes, and other legal requirements. Practice directives and procedures are guiding principles for decision making and related processes at all levels of the organization.

They serve the purpose of:

- standardizing administrative processes,
- encouraging transparency,
- ensuring easy access to resources and other important information, and
- aiding in promoted understanding of University compliance, as well as UW System policies and state and federal laws.

Statement

This practice directive, as well as the corresponding procedure [UWEC 1.A, Practice Directive & Procedure Development](#), explains what practice directives and procedures are and how to create them.

The Office of the Vice Chancellor for Finance and Administration is responsible for reviewing and publishing practice directives and procedures for the division. Finalized and approved practice directives and procedures are published on the Division's [Practice Directives & Procedures](#) webpage.

Procedure

[UWEC 1.A, Practice Directive & Procedure Development](#)
