




THE UNIVERSITY OF TEXAS AT DALLAS

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OFFICE OF THE PRESIDENT

September 20, 2006

MEMORANDUM

TO: U.T. Dallas Employees
FROM: David E. Daniel 
SUBJECT: Employee and Management Responsibilities

Employees of The University of Texas at Dallas owe a responsibility to the people of Texas in the performance of their duties. High personal and professional standards are critical in fulfilling this responsibility. Employees will be held accountable for their actions (or failure to act) and such accountability cannot be delegated to others. All employees of The University of Texas at Dallas agree to abide by a Code of Ethics which provides reasonable assurance that the employee will not personally benefit or accept or give favors as a result of his/her position as an employee of The University of Texas at Dallas. (The "Ethics Standards" are published by the U. T. System Office of General Counsel at <http://www.utsystem.edu/ogc/ethics.htm>.)

As we enter the new fiscal year, I want to remind you of certain responsibilities that are inherent with your position.

1. Compliance with all applicable laws and regulations, University policies and procedures, and with the terms and conditions of gifts, contracts, and grants.
2. Use of sound financial and business practices.
3. Use of proper internal controls.

The campus administrative support units are responsible for providing expertise and guidance in establishing systems and procedures to carry out the above responsibilities, and for assistance in problem solution. Please contact the Office of Audit and Compliance with any questions or to schedule Management Responsibilities training, which will provide a more detailed discussion of major responsibilities and resources available to you in meeting these responsibilities.

Your attention to these issues is critical to our ability to establish and maintain effective control systems to provide reasonable assurance of sound management throughout the University.

DED/pz