





The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR CORRESPONDENCE (CUEA/VC VCO/01)	VICE CHANCELLOR
	NO. OF APPENDICES
	1 (ONE) (A)

AUTHORIZATION

This Standard Operating Procedure is issued under the authority of:


TITLE	VICE CHANCELLOR
SIGNATURE	
DATE	23 Feb 2011
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NOTE:

1. Write amendments on the page provided (Clause 0.2)

Controlled copies of this document will be in the Vice Chancellor, DVCs and MR's Offices

Revision	00		Date	24 – Dec 2010
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0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>

0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

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1.0 Purpose

This procedure prescribes the method of handling formal correspondence in CUEA.

2.0 Scope:

This procedure applies to both internal and external communication in CUEA but excludes correspondence from the CUEA Council, the Chancellor and Organs of the Church.

3.0 References:

3.1 CUEA Charter

3.2 Staffing Manual

3.3 Ex Corde Ecclesia

3.4. CUEA Quality Management Manual

4.0 Terms and Definitions

4.1 CUEA: Catholic University of Eastern Africa.

4.2. **VC :** Vice Chancellor

4.3 **VCO:** Vice Chancellor Office

4.4 **PA:** Personal Assistant.

4.5 **DVCs:** Deputy Vice Chancellor


4.6 **MR:** Management Representative

5.0 Principal Responsibility:

5.1 The Vice Chancellor, or his PA on his behalf, shall be responsible for overseeing the effective implementation of this procedure.

5.2 DVCs shall be responsible for the effective implementation of this procedure within their divisions.

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6.0 Method:

6.1 All formal correspondence in CUEA shall be cleared by the Office of the VC, except correspondence in the Faculty of Theology which is cleared by the Dean, Faculty of Theology.

6.2 The VC shall delegate the authority to clear correspondence to functional heads (DVCs, Executive Directors, Deans and Directors) where such correspondence is not addressed to the entire CUEA community, does not touch on policy matters and principles of the Church.

6.3 Internal Correspondence


6.3.1 The initiator of any internal correspondence shall present a draft of it to the functional head identified in cl. 8.2 for clearance according to established protocol. The functional head shall determine what correspondence to clear and forward relevant correspondence to the VC for clearance.

6.3.2 Any changes made to the initial draft by either the functional head, or the VC shall be incorporated by the person assigned before the final draft is produced for signing and circulation.

6.3.3 Approved internal correspondence shall be made available to the target audience through the appropriate channels established in CUEA. These channels of correspondence include, but are not limited to intranet, email, letter, notice board and meetings.

6.3.4 The functional head shall maintain a register of all internal correspondence in their divisions.

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6.4 External correspondence

6.4.1 All external correspondence shall be done through the Office of the VC, except external correspondence in the Faculty of Theology which shall be through the Dean, Faculty of Theology in consultation with the VC.

6.4.2 Incoming correspondence

6.4.2.1 Incoming formal correspondence shall be presented to the Secretary to the VC for registration and sorting. Relevant correspondence shall then be presented to the VC for administration and the rest dispatched to the appropriate offices.

6.5 Outgoing Correspondence

6.5.1 The initiator of any external formal correspondence shall present a draft of it to the functional head identified in cl. 8.2 for clearance according to established protocol. The functional head shall forward a cleared draft of the correspondence to the VC for approval.


6.5.2 Any changes made to the initial draft by the VC shall be incorporated by the person assigned before the final draft is produced for signing and dispatch.

6.5.3 Approved correspondence shall be dispatched from the Office of the VC to the target audience through appropriate channels as directed by the VC.

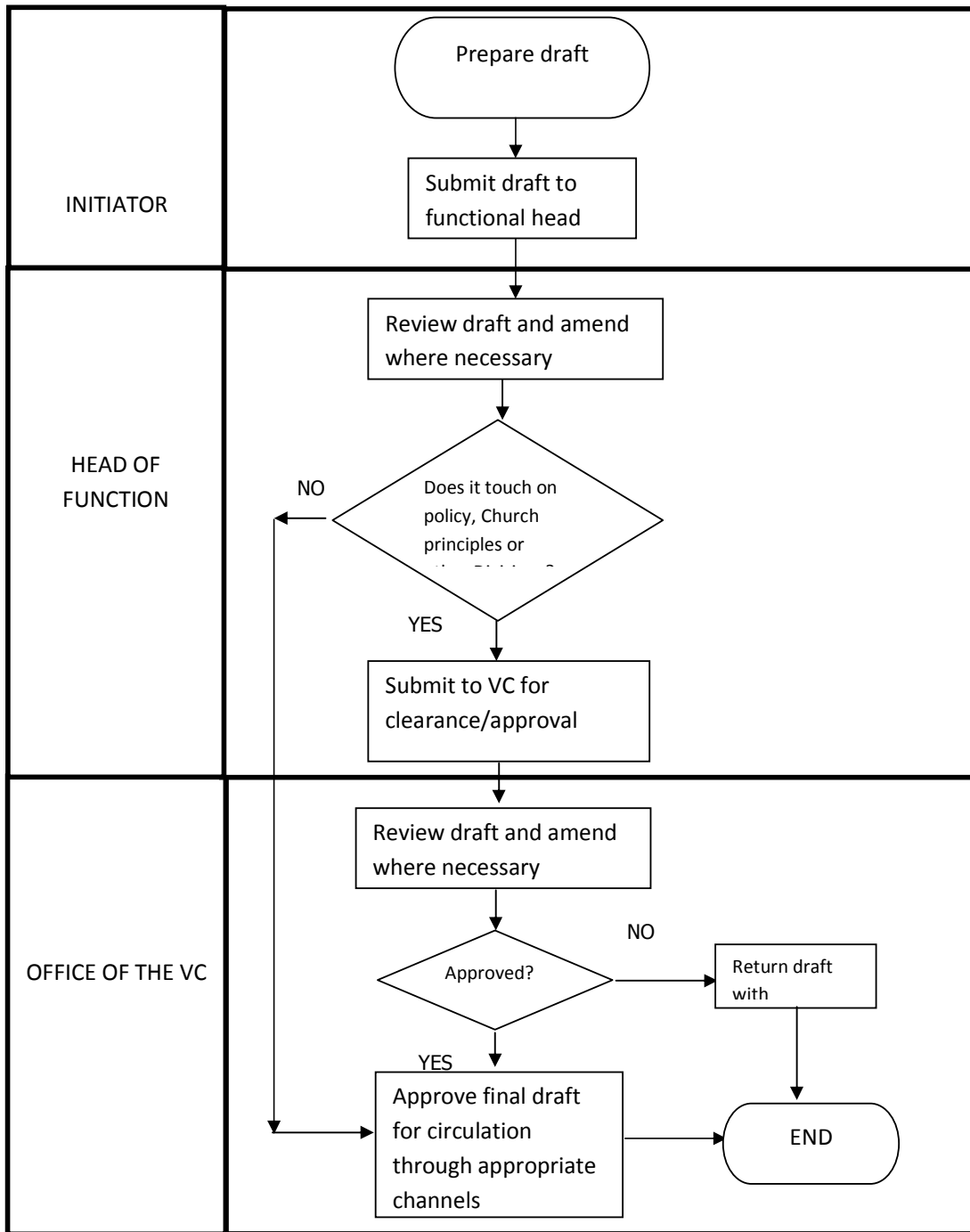
7.0 Appendices

7.1 Appendix A: Process Map


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Appendix A: Process Map



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