

ADMINISTRATIVE DIVISION UNIV University Administration		POLICY NUMBER UNIV 3.02
POLICY TITLE Enterprise Risk Management		
SCOPE OF POLICY USC Columbia		DATE OF REVISION January 31, 2019
RESPONSIBLE OFFICER President		ADMINISTRATIVE OFFICE Office of the President

PURPOSE

This policy has been established to ensure appropriate identification and evaluation of risks associated with all university activities and to ensure that these risks are managed at an appropriate and acceptable level.

DEFINITIONS AND ACRONYMS

Risk: the university faces internal and external influences that make it uncertain whether we will achieve our objectives. The effect that this uncertainty has on our objectives is called “risk” and can be either positive or negative.

Enterprise Risk Management: a coordinated activity of identifying, evaluating, controlling and monitoring university risks with the purpose of creating and protecting value.

ISO: International Organization for Standardization. The ISO standard provides a common approach to managing any type of risk and can be applied to any activity.

Risk Owner: an individual, department, college, school, etc. who has been notified and assigned accountability and authority to manage a risk.

Risk Identification: the process of finding, recognizing and describing risks that might help or prevent the university from achieving its objectives.

Risk Register: a listing of identified risks used to track and evaluate risks associated with university activities.

Risk Evaluation: the process of determining if a risk is acceptable to the university and where additional action is required.

Risk Control: a measure that maintains and/or modifies a university risk.

POLICY STATEMENT

All university community members must understand and take responsibility for managing risks associated with activities within their span of control. In an effort to assist in the appropriate management of university risks, an Enterprise Risk Management (ERM) process will be developed, implemented and continuously improved at all relevant levels and functions of the organization in accordance with International Organization for Standardization (ISO) 31000-2018

“Risk Management Guidelines”.

PROCEDURES

- A. The university’s Enterprise Risk Management Oversight Committee integrates the ERM process into all aspects of the university’s mission including, governance, strategic planning, reporting, values and culture.
- B. The university has appointed an enterprise risk manager who will facilitate the development, implementation and continual improvement of the ERM organizational structure and process. The Enterprise Risk Manager will communicate, consult and provide training to Risk Owners when implementing the ERM process, thereby raising awareness of the need for risk management.
- C. The Enterprise Risk Management Oversight Committee, in conjunction with the Enterprise Risk Manager, will establish a central Risk Register that will be used to identify and evaluate risks and their controls. Through the Risk Register, the committee monitors and evaluates existing and emerging risks, and implemented controls and action plans established to meet risk management objectives.
- D. In conjunction with the Enterprise Risk Manager, Risk Owners will be responsible for identifying and evaluating risks, developing and implementing action plans to control significant risks, and reporting risk management performance to the Enterprise Risk Management Oversight Committee.
- E. Risk Owners will effectively and efficiently manage risks at known and acceptable levels through the ERM process and will consider legal compliance as an absolute minimum.

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
May 11, 2015	New policy approval
January 31, 2019	Updates to comply with revised ISO Standard