UNIVERSITY OF ALBERTA
FACULTY OF MEDICINE & DENTISTRY

This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.

Responsibilities of the Unit Administrator Procedure

Office of Administrative Responsibility:	Office of the Dean, Faculty of Medicine & Dentistry
Approver:	Dean of the Faculty of Medicine & Dentistry (or designate)
Scope:	Compliance with Faculty procedure extends to all members of the Faculty community and other members of the University community who are in facilities and buildings assigned to the Faculty of Medicine & Dentistry

Purpose

This procedure describes the responsibilities of the unit administrator.

PROCEDURE

1. RESPONSIBILITIES OF THE UNIT ADMINISTRATOR

    a. Reviewing requests for keys, PIN numbers, access cards and access privileges to confirm that they are correct and coordinating with other groups if the request will grant access to areas used by other units.
    b. Forwarding requests for intrusion alarm system PIN numbers to the faculty Security, Health and Safety Advisor.
    c. Processing requests for access cards and access privileges by either
        i.   Approving the request and entering the information into the card access system database, or
        ii. Approving the request and forwarding it to the Security, Health and Safety Advisor for further action.
    d. Maintaining a detailed record / log of the keys that are issued to each key holder. This record shall include the key number, date of issuance, and date of return.
    e. Ensuring that the keys, PIN numbers, and access privileges are adjusted appropriately to reflect a person's new or revised job responsibilities and duties.
    f. Terminating access privileges or advising the faculty Security, Health and Safety Advisor to terminate access privileges on termination of employment/agreement/contract/appointment of any user with access privileges.
    g. Ensuring that all access cards, keys, logs, and identification cards that are no longer required due to a position change are returned to Facilities, Planning and Projects.
    h. If there is misuse of PIN numbers, access cards or access privileges the Unit Administrator is to report such incidents to the unit manager/director in writing.
    i. Unit Administrators in units that undertake their own access control system administration are responsible for ensuring that they are trained to undertake the roles of
        i.   Access card application review and approval.
        ii. Access privilege application review and approval.
        iii. Card access system database administration.
        iv. Card access system report generation.

j.   Unit Administrators are responsible for ensuring that there is a person in the unit trained to provide back-up in the event of vacation and other absences.

k.   The faculty Security, Health and Safety Advisor may be approached to provide additional back-up and to assist during peak times.

l.   Unit Administrators will also provide access control database administration back-up during absences of the faculty security health and safety advisor.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended faculty-wide or institution-wide use. [▲Top]	
	There are no definitions for this procedure.

OTHER DOCUMENTS

University of Alberta

       Lands and Buildings Security Policy

       Access Control/Security Systems on Urban Campus Areas Procedure

       Building Hours of Operation Procedure

       Control Centre Alarm Monitoring and Response Procedure

       Lock Changes, Key Request and Key Control Procedure

FoMD

       FoMD Physical Security Policy

       FoMD After Hours Access Procedure

       FoMD Designated Security Authority Procedure

       FoMD Security Plans for the Faculty Procedure

       FoMD Requesting a Security Assessment Procedure

       FoMD Requesting a Security System Procedure

       FoMD Funding for Security Systems Procedure

       FoMD Operation and Maintenance of Security Systems Procedure

       FoMD Responsibilities of Key Holders, PIN Holders and Card Holders Procedure

       FoMD Responsibilities of the Supervisors of Key Holders, PIN Holders and Card Holders Procedure