

Roles & Responsibilities - RACI

R Responsible **A** Accountable **C** Consulted **I** Informed

	Division Director	Operations Lead	Finance Manager	Faculty/PI	Leadership/Hiring Mgr	Staff	Human Resources	OAA	RMG	OPA
	DREAM Operations			Center Staff			External Groups			
Academic & Education Affairs										
Academic Appointments and FTE changes (Faculty, Instructors, Visiting Scholars, AS-Rs, etc.)	A	R			C			R		
Postdoctoral Scholar Appointments	A	R	C / I		C / I	C				R
Graduate Financial Support System (GFS) Entries	A	C	C / I			R				R
Visa (J-1, F-1, H-1B, etc.) Processing	A	R			I	C				
Communications										
Job & Article Postings (DREAM social media, website, etc.)	A	R			C	C				
Facilities										
Annual space certification and space allocation	A	R		C	C / I	C				
Finance										
Expense Requests, iProcurement Requisitions, P Card, & T Card			C / A			R			R	
Pre Award Functions (review Grant Submission for details)	C	C / R	C / R	A	I	C			R	
Financial Approvals	A		R							
Financial Reporting, Fiscal Close, & Other Finance Transaction (review Finance Policies for details)	A		R		I					
Finance Training & Policy Assistance	C	C / R	A / R		I					
Human Resources										
Staff Recruitment (see DREAM Staff Hire Process for details)	C / I	C / R	C		A		C			
Salary Approvals & Planning, Employee & Labor Relations	A	I			C					
Staffing Changes (including promotions, reclassifications, & terminations)	A	C / R	I		I / C		C			
HR Policy & Procedures	A	C / R			I		C			
Misc										
Process Improvement	I	C / R	C / R		A					
Ad Hoc Requests (reach out to dreamadmin@stanford.edu for assistance)	I	R			A					

Role Definitions

Responsible: those who do the work to achieve the task.

Accountable: the one ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible.

Consulted: those whose opinions are sought and with whom there is two-way communication.

Informed: those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication.