



UNIVERSITY OF OREGON

INTERNAL MEMO

Date: June 3, 2010

To: Lorraine Davis, Athletic Director

✓ Jamie Moffitt, Executive Senior Associate Athletic Director for
Finance & Administration

From: Richard W. Lariviere, President

Re: Operational Assessment of Department of Intercollegiate Athletics

Please conduct an operational assessment of the Department of Intercollegiate Athletic's administrative practices and procedures. Specifically, I ask that you examine procedures relating to:

1. Contracts and personnel files;
2. Budgets and financial commitments; and
3. Organizational structure and its effect on decision-making.

Within each of these areas, I would like for you to examine:

1. Department practices and procedures;
2. Steps that have been taken to address any identified issues; and
3. Recommendations for improvements to operational procedures.

Please submit a summary report of your operational assessment by this fall. It is imperative that we give the next Athletic Director sufficient information and support so he or she can successfully assume leadership of the department. This operational assessment is an important component of that support.

Please let me know if you have any questions regarding this request.

OFFICE OF THE PRESIDENT

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