



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 01.02,

REVIEW: This Operating Policy will be reviewed by June 1 of each even numbered year (ENY) by the Academics Council, with recommendations for revisions submitted to the President by July 1.

POLICY/PROCEDURE:

1. General

Since its inception, the Texas Tech University Health Sciences Center (TTUHSC) has seen the establishment of numerous institutes and centers that have made important contributions to the accomplishment of TTUHSC's mission and goals. The visibility that a TTUHSC Institute or Center achieves and the responsibility attributed to the director, faculty member, or staff member of an Institute or Center, underscores the importance that each Institute or Center be in fact formally established and accountable to the university. TTUHSC as a whole, rather than individual faculty or staff members, is responsible for the establishment of TTUHSC components. Once approved and established by TTUHSC, Institutes and Centers may, because of their organizational structure, be provided with considerable autonomy. Since TTUHSC is ultimately responsible for all its component units, it is essential that it maintain the authority to establish, review, and dissolve components as TTUHSC deems appropriate.

2. Definitions

- a. **Institute** – An institute is a TTUHSC entity organized for the purpose of aligning and conducting cooperative research, providing specialized educational, outreach and/or service programs in their area of expertise, and raising funds in support of those efforts. They are comprised of faculty and staff across the schools or campuses who, through an interprofessional approach, share a common goal as stated in their mission. Institutes typically will be funded by institutional appropriations, grants, student fees (where appropriate), or contracts, for which administrative and fiscal control is assigned to the Institute Director who reports to the Provost to determine specific research interests and/or services that may need to be provided by an Institute, regardless of the origin of the research, program, or service being conducted or offered by any faculty or school in the university. Any decisions on alignment and coordination by the Provost shall be made in an effort to promote coordinated and collaborative research, programming, and services to enhance the mission of the university and to ensure success.

- b. **Center** – A Center is a group of faculty and associates, formally recognized and approved by TTUHSC, joined together to pursue research, education, and/or outreach that requires the input from disciplines within a single TTUHSC School. Centers typically will be funded by appropriations, grants, or contracts, for which administrative and fiscal control is assigned to the Center Director who reports to a School's Dean or his/her designee.

A marketing plan (where appropriate) represented in the proposed budget;
and

Estimated Space needs including planned growth.

3) Proposal Evaluation

To evaluate a request for establishment of an Institute, the

appointment, the President's designee shall receive input from the President regarding the candidate(s) under consideration.

Institute Directors must be a TTUHSC faculty member, unless approved under special circumstances by the President.

Institute Directors shall be responsible for planning, coordinating, and managing the programs and activities of the Institute.

It is the responsibility of the Institute Director, in coordination with the President or designee, to assess the financial resources necessary to support the Institute.

Institute Directors shall have authority for the budgeting and spending of Institute funds consistent with TTUHSC policies and procedures and subject to the ultimate oversight and authority of the President or designee. Proposals for external fundraising by the Institute must be approved by the President or designee in coordination with the TTUHSC Office of Institutional Advancement.

2) Institute Advisory Committee or Board

The Institute Director, in coordination with the President or designee, shall appoint an Advisory Committee or Board that may include faculty members from the participating schools, community representatives with expertise related to the Institute, or other individuals as deemed appropriate. The Advisory Committee or Board shall:

Advise the Institute Director regarding goals and objectives of the Institute;

Evaluate the Institute's strengths and progress toward achieving goals; and

Assist with external fundraising necessary for the successful operation of the Institute.

d. Annual Report

1) Each Institute shall develop a written annual report outlining progress on the goals and objectives, accomplishments, financial status, and plans for continuous improvement. Reports shall be submitted to the President or designee for review by November 1 each year.

2) Following the fifth year of operation, each Institute shall undergo a comprehensive review, as outlined below, which will be provided in lieu of the annual report for that particular year. All reports will be archived by the Office of the Provost.

e. Comprehensive Review

1) Every fifth year of operation, or at the discretion of the President, each Institute shall undergo a comprehensive review by an ad hoc panel, appointed by the Provost and comprised of individuals from TTUHSC, other academic institutions, or non-academic entities as may be appropriate. Members of the panel must include at least three members of the President's Cabinet. The recommended ad hoc panelists should possess appropriate expertise necessary to evaluate the Institute.

2) The review should include, but is not limited to, the Institute's structure, mission, achievements, performance of objectives specified in the Institute's strategic plan, financial result, return on investment (when applicable), and other

A strategic plan with appropriate goals, measurable objectives and outcomes, and achievement targets for the initial five (5) year period of operation with a view toward appropriate flexibility over time;

An organizational structure illustrating Center's personnel framework and

Center Directors must be a TTUHSC faculty member, unless approved under special circumstances by the Provost.

Center Directors shall be responsible for planning, coordination, and management of the programs and activities of the Center.

It is the responsibility of the Center Director, in coordination with the Dean or designee, to manage the financial resources necessary to support the Center.

Center Directors shall have authority for the budgeting and spending of Center funds consistent with TTUHSC policies and procedures and subject to the ultimate oversight and authority of the Dean or designee. Proposals for external fundraising by the Center must be approved by the Dean and Provost in coordination with the TTUHSC Office of Institutional Advancement.

d. Annual Report

- 1) Each Center shall develop a written annual report outlining progress on the goals and objectives, accomplishments, financial status, and plans for continuous improvement. Reports shall be submitted to the Dean and Provost for review by November 1 each year.
- 2) Following the fifth year of operation, each Center shall undergo a comprehensive review, as outlined below, which will be provided in lieu of the annual report for that particular year. All reports will be archived by the applicable school.

g. Comprehensive Review

- 1) Every fifth year of operation, or at the discretion of the Provost, each Center shall undergo a comprehensive review by an ad hoc panel, appointed by the Dean and comprised of individuals from TTUHSC, other academic institutions, or non-academic entities as may be appropriate. The recommended ad hoc panelists should possess appropriate expertise necessary to evaluate the Center.
- 2) The review should include, but is not limited to, the Center's structure, mission, achievements, performance of objectives specified in the Center's strategic plan, financial results, return on investment (if applicable), and other appropriate criteria, as relevant to internal and external stakeholders. Preparation and presentation of the justification for continuation shall be the responsibility of the Center Director.
- 3) Once the review is complete, the ad hoc panel shall submit its findings and recommendations to the Dean. After due consideration, a recommendation shall be made by the Dean to the Provost regarding continuation of the Center. The Provost shall have the final authority to continue a Center.

h. Discontinuation of a Center

- 1) In the event discontinuation of a Center is recommended by the Dean after a comprehensive review, the Center's Director will have the opportunity to address any concerns raised in the review process. After consideration, the final decision to discontinue a Center will be made by the Provost.
- 2) Any Center not seeking continuation, and after appropriate review by the Provost, shall be automatically dissolved on its sixth anniversary.
- 3) If a Center is discontinued, the Center's Director, as directed by the Dean, will have the responsibility to prepare a discontinuation plan to provide to the Provost

that addresses personnel, space, equipment, supplies, finances, and other administrative matters that would be impacted by the discontinuation.

5. Academic Course Offerings

colleges and universities may develop and provide educational programs that are not currently provided by the institution. These programs may include, but are not limited to, the following:

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