



_____. The President delegates the power to appoint faculty to the Deans of the health professional schools; however, the President retains the authority to approve faculty employment agreements in excess of four years in accordance with *Regents' Rules*. The power and authority to appoint permanent vice presidents and deans are retained by the President.

The President delegates the authority to approve newly created positions which were not budgeted in the current Fiscal Year Operating Budget except current restricted positions as noted in [OP 70.24](#).

- b. **Salary and Compensation for TTUHSC Personnel.** The President delegates the

The authority to approve the termination of employment of TTUHSC personnel not holding tenure may be delegated to the Dean or Vice President. Any action under this section, involving classified, professional or administrative personnel, must have prior review by the Assistant Vice President for Human Resources and, in unusual situations, further review by General Counsel. Also, any action under this section involving faculty personnel must have prior review by General Counsel.

h. **Compliance with Personnel Policy.** The President retains the authority and responsibility for:

- (1) Monitoring and assuring compliance with all TTUHSC personnel policies and procedures which pertain to faculty employees;
- (2) Interpreting TTUHSC personnel policies and procedures written specifically for faculty employees; and
- (3) Approving exceptions to TTUHSC personnel policies and procedures pertaining to faculty employees.

The President delegates the following responsibilities to the EVPFA:

- (1) Monitoring and assuring compliance with all TTUHSC personnel policies and procedures written generally for all employees and that are written specifically for non-faculty employees;
- (2) Interpreting personnel policies and procedures written generally for all employees and that are written specifically for non-faculty employees; and
- (3) Approving exemptions to personnel policies and procedures written generally for all employees and that are written specifically for non-faculty employees.

3. **Institutional Funds.**

a. **Moving Expenses for Persons to be Employed by TTUHSC.** The President delegates to the Executive Vice Presidents, the Vice Presidents, and the Deans the authority to approve the payment of moving expenses incurred by persons to be employed by TTUHSC within their respective administrative areas of responsibility, provided, however, that such payment of expenses shall not be made from appropriated state funds and further provided that:

- (1) The authority to approve the payment of moving expenses must be administered with sound discretion and within allocated and available resources; and
- (2) Payment of moving expenses is not to be used as a blanket recruitment incentive for prospective employees.

These administrators may make further delegation to heads of activities under their jurisdiction; however, an individual to whom the President has delegated authority is still primarily responsible, irrespective of any further delegation to subordinate officers.

b. **Receipt, Accounting, and Disbursement of Institutional Funds.** The President delegates to the EVPFA the authority to control and approve procedures for receipt, accounting, and disbursement of all institutional funds, including but not limited to the collection of all tuition, fees, and charges in accordance and compliance with all applicable state statutes, rules and regulations pertinent thereto and all applicable policies, rules and regulations of the Board of Regents.

c. **Contracting and Purchasing Goods and Services.** The President delegates to the EVPFA the authority to promulgate policies and procedures for contracting and purchasing of all required supplies, equipment, and services which are used by the institution in accordance and compliance with established TTUHSC policies and procedures, *Regents' Rules*, the General Appropriations Bill, and state and federal statutes. Under the provisions of *Regents' Rules* for Contracting Policies and Procedures, the President hereby delegates to the EVPFA the authority to approve and sign contracts where, by board policy, the President is required to approve and sign.

All heads of administrative areas of responsibility, including Vice Presidents, Deans, Chairpersons and Directors, are directed to initiate and process all purchase orders for such items through the Purchasing Office and all contracts through the Office of Contracting unless exempted by written TTUHSC procedures, and additionally, to process contracts on significant or unusual items through the Office of General Counsel.

- d. **Budget Revisions.** The President delegates to the EVPFA the authority, as granted to the President in *Regents' Rules*, to review and approve/sign all budget revisions requiring presidential review and approval.
4. **Executive Vice President (EVP) & Provost.** The President delegates to the EVP and Provost the authority for management, supervision, and direction of the areas under his/her control, including the following areas and activities of the institution, unless *Regents' Rules* require Chancellor or Board of Regents approval:
 - a. Support and organize searches for deans and department chairs at the institutional level;
 - b. Determine appropriate criteria and procedures for the appointment, promotion and tenure of faculty in accordance with Texas Tech University System's policies and procedures and the *Regents' Rules*;
 - c. Development and maintenance of policies and procedures for faculty compensation, assignment of resources, fairness in evaluation, and the administration of enrichment and mentoring programs for faculty members;
 - d. Facilitate the development of strategic initiatives affecting the clinical service, education and research missions of the university, and
 - e. Oversight of the Institutes to ensure collaboration between the academic, healthcare system, and business components and functions of the institution.
 5. **Executive Vice President for Finance and Administration (EVPFA).** The President delegates to the EVPFA the authority for management, supervision, and direction of the areas under his/her control, including the following areas and activities of the institution, unless *Regents' Rules* require Chancellor or Board of Regents approval:
 - a. **Finance and Administration:**
 - (1) Institutional financial planning, accounting and fiscal management;
 - (2) Business Affairs, including the services of Accounting, Contracting (including Bookstore Contract), Property Inventory, Purchasing, Payment Services (Travel, Accounts Payable, Purchasing Card), Student Business Services (Bursar, Traffic and Parking), and General Services (Printing Center, Copy/Mail Services, Surplus Property, Shipping/Receiving, Electronic Imaging, Vehicle Rental, Fleet Management), and the financial analysis and reporting for these services;
 - (3) Budgeting Services, including the services of the ifiervices of the e Rent

6. **Senior Vice President for Research.** The President delegates to the SVPR the authority for management, supervision, and direction of the Research division, including the following areas and activities of the institution under his/her control:
 - a. Office of Sponsored Programs;
 - b. Research Integrity Office, including IACUC Administration, IRB Administration and

11. **Institutional Compliance.** The President delegates to the Institutional Compliance Officer (ICO) the authority for management, supervision and direction of the institutional compliance program as outlined in [OP 52.01](#), with primary responsibility for clinical billing and HIPAA privacy compliance.
12. **Correctional Managed Health Care.** The President delegates to the Dean of the School of Medicine the authority to provide direction to the Correctional Managed Health Care program, including the delivery of health care services to offenders located within Texas Department of Criminal Justice (TDCJ).
13. **Communications and Marketing.** The President delegates to the Executive Director for Communications and Marketing the authority for management, supervision and direction of the areas under his/her control, to include:
 - a. Responsibility for all components of communications and marketing, including the centralization of regional campuses, and
 - b. Developing and implementing strategic communications to improve the HSC's branding and marketing image.
14. **Development and Alumni.** The President delegates to the Associate Vice Chancellor for Development the authority for management, supervision and direction of the areas under his/her control, to include collaborating to effectively provide service and support to the institution, our alumni, and the communities.
15. **Authority to Act When the President is Out of Town.**
 - a. The duties of the President will necessitate absence from the campus. During an absence, and if the President is not in instant reach, an emergency may arise that requires action and any delay could cause undesirable effects. Under this situation, the President authorizes, in the role as Acting President, the EVP & Provost to act on academic matters, and the EVPFA to act on administrative matters. However, the President can normally be reached promptly through his office staff, so if a matter arises that needs his attention, he is to be contacted as soon as possible and informed of the emergency. When this contact has been established, the role of Acting President ceases. In the absence of the Executive Vice Presidents, one of the other Vice Presidents or Deans will be named on a case-by-case basis.