TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

PREVIOUSLY PUBLISHED TTUHSC
OPERATING POLICIES AND PROCEDURES

Below is a listing of revised, new, combined or deleted Operating Polices in order by date published.

Date	OP Number and Title
7-31-24	**REVISED 56.01,** Acceptable Use of Information Technology Resources
7-31-24	**REVISED 56.02,** Information Resources for Remote Work
7-31-24	**REVISED 60.06,** Consensual Relationships – Faculty and Students
7-31-24	**NEW 60.13,** Microcredentials
7-31-24	**NEW 60.14,** Transcript Recognized Certificate Program
7-31-24	**REVISED 65.10,** Residual Funds Derived from Drug Studies, Clinical Trials, Fixed-Price Contracts, and Investigator-Initiated Researches
7-31-24	**REVISED 70.12,** Values, Performance, and Development
7-31-24	**REVISED 70.14,** Employee Development and Tuition Assistance
7-31-24	**REVISED 70.23,** Reduction in Force
7-31-24	Purchasing Card Program
7-31-24	**REVISED 73.02,** Ownership and Transfer of Externally Sponsored Projects and Research Record
7-31-24	**NEW 77.20,** Honorary and Posthumous Degrees
6-28-24	**REVISED 50.04**, MPIP Trust Fund Management
6-28-24	**REVISED 50.06,** Accounts Receivable Maintenance for Contract Accounts Receivable/Billing System
6-28-24	**REVISED** 50.13, Remittance of Unclaimed Property
6-28-24	**REVISED** 50.16, Changes to and Approval of Discretionary Incidental Student Fees
6-28-24	**REVISED** 50.22, Tuition and Fees Installment Payment Options

6-28

6-28-24 **REVISED**

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5-31-23	**REVISED** 60.11, Development, Revision, or Termination of Academic Programs
5-31-23	**REVISED** 61.02, Remodeling Projects/Painting
5-31-23	**REVISED** 65.01, Establishing Sponsored Program Funds
5-31-23	**REVISED** 65.04, Allowable Activities and Allowable Costs
5-31-23	**REVISED** 65.05, Program Income
5-31-23	REVISED 77.04, Student Fees
4-28-23	**REVISED** 10.01, Operating Policies and Procedures for TTUHSC
4-28-23	**REVISED** 50.05, Grant, Award, and Contract Billings
4-28-23	**REVISED** 50.13, Remittance of

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3-31-23	**REVISED** 73.02, Ownership and Transfer of Externally Sponsored Projects and Research Records
3-31-23	**REVISED** 73.07, Honesty in Research and Allegations of Scientific Misconduct
3-31-23	**REVISED** 73.08, Requirements for Principal Investigator Status
3-31-23	**REVISED** 75.03, Hazardous Material Incidents
3-31-23	**REVISED** 75.13, Shipment of Hazardous and Infectious Materials
3-31-23	**REVISED** 75.14, Non-Employee Incident/Injury Procedures &

12-01-22	**NEW** 70.47, Staff Emergency Fund
12-01-22	**REVISED** 72.01, Purchasing Supplies, Equipment and Services
12-01-22	**REVISED** 72.02, Guidelines for

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PREVIOUSLY PUBLISHED OPERATING POLICIES AND PROCEDURES

Date	OP Number and Title
4-29-22	**REVISED** 61.01, Use of TTUHSC Facilities, Equipment, Supplies, and Services for Private Purposes Prohibited
4-29-22	**REVISED** 63.04, A Disposal of Motor Vehicles – Surplus Property
4-29-22	**REVISED** 63.07, Vehicles – Inscription and Painting
4-29-22	**REVISED** 76.34, Collisions Involving University Vehicles
3-31-22	**REVISED** 61.22, Installation of Cabling in TTUHSC Facilities
3-31-22	**REVISED** 61.25, Electronic or Keyless Locking Systems
3-31-22	**REVISED** 63.10, Property Management
3-31-22	**REVISED** 72.02, Guidelines for Proprietary Purchasing
3-31-22	**REVISED** 72.08, Independent Academic Services
3-31-22	**REVISED** 72.15, Purchasing Card Program
3-31-22	**REVISED** 72.16, Official Functions, Business Meetings, and Entertainment
3-31-22	**REVISED** 72.19, Payments to Research Participants/Patient Studies
2-28-22	**REVISED** 51.01, Equal Employment Opportunity Policy and Affirmative Action Program
2-28-22	**REVISED** 51.04, Access for Individual with Disabilities
2-28-22	**REVISED** 63.10, Property Management
2-28-22	**REVISED** 72.03, Direct Pay Expenditures
2-28-22	**REVISED** 72.10, Invoice Processing and the Prompt Payment Law
2-28-22	**REVISED** 72.16, Official Functions, Business Meetings, and Entertainment
2-28-22	**REVISED** 73.11, Research Involving Radioactive Material
2-28-22	**REVISED** 73.12, Possession and Use of Exempt Quantities of CDC Select-Agent Toxifact Tf-0.032 T7d12w140.1

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PREVIOUSLY PUBLISHED OPERATING POLICIES AND PROCEDURES

Date	OP Number and Title
4-30-21	**REVISED** 73.20, Anatomical Sciences Resource Policy
4-30-21	**REVISED**

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PREVIOUSLY PUBLISHED OPERATING POLICIES AND PROCEDURES

Date	OP Number and Title
2-26-21	**REVISED** 50.35, Unidentified Receipts and Holding Account Maintenance
2-26-21	**REVISED** 63.01, TTUHSC Vehicle Rental
2-26-21	**REVISED** 72.06, Leasing of Space and Facilities
12-29-20	**REVISED** 52.11, Sanction Check Process
12-29-20	**REVISED** 72.07, Lease Purchase of Equipment and Other Commodities
12-29-20	**REVISED** 72.09, Expenditure Payments
12-29-20	**REVISED** 72.10, Invoice Processing and the Prompt Payment Law
12-29-20	**REVISED** 72.16, Official Functions, Business Meetings, and Entertainment
12-29-20	**REVISED** 75.01, TTUHSC Safety Programs
12-29-20	**REVISED** 75.02, TTUHSC Safety Committees
12-29-20	**REVISED** 75.04, Compliance with National Fire Protection Association Standards
12-29-20	**REVISED** 75.07, Elevator Usage
12-29-20	**REVISED** 76.15, Severe Weather Alert System
11-30-20	**REVISED** 61.03, Posting of Notices on TTUHSC Property
11-30-20	**REVISED** 70.07, Retirement Savings Programs
11-30-20	**DELETED** 70.44, Texa$aver 457 Plan (Combined with 70.07)
11-30-20	**DELETED** 70.45, Tax Deferred Account Program (Combined with 70.07)
11-30-20	**REVISED** 75.03, Hazardous Material Incidents
11-30-20	**REVISED** 76.01, Emergency Management Plan
11-30-20	**REVISED** 76.10, Animals in TTUHSC Buildings
10-30-20	**REVISED** 52.08, Social Security Number

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PREVIOUSLY PUBLISHED OPERATING POLICIES AND PROCEDURES

Date	OP Number and Title
4-30-20	**REVISED** 72.03, Direct Pay Expenditures
4-30-20	**REVISED** 76.11, Hunting on TTUHSC Property
4-30-20	**REVISED** 76.34, Collisions Involving Texas Tech Vehicles
4-30-20	**DELETED** 77.03, Official Student Publications – REMOVE FROM BINDER
4-30-20	**REVISED** 77.06, Texas Public Education Grants
4-30-20	**REVISED** 77.11, Permanent Student Record
4-30-20	**REVISED** 77.17, Core & Transfer Compliance Policy
4-30-20	**REVISED** 77.18, Adoption and Sale of Textbooks and Related Materials
3-17-20	**REVISED** 50.18, Cost Transfers
3-17-20	**REVISED** 50.28, Debt Collection
3-17-20	**REVISED** 50.29, Use of Internal Purchase Funding Transfer
3-4-20	**REVISED** 65.04, Allowable Activities and Allowable Costs, **Att. A only revised**
3-4-20	**REVISED** 65.09,

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PREVIOUSLY

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PREVIOUSLY PUBLISHED OPERATING POLICIES AND PROCEDURES

Date	OP Number and Title
8-31-18	**REVISED** 60.11, New Degree and Certificate Programs, Implementing Significant Curricular Changes, and Degree and Certificate Program Termination
8-31-18	**REVISED** 61.10, Energy Conservation Program and Utility Review
8-31-18	**REVISED** 61.11, Advertising Methods for Construction Services Contracts
8-31-18	**REVISED** 61.13, Approval and Scheduling of Site Planning and Landscape Construction Projects
8-31-18	**REVISED** 61.14, Facilities and Safety Services Fees
8-31-18	**REVISED** 61.20, Approval and Scheduling of Design and Construction Projects
8-31-18	**REVISED** 67.01, Publication Guidelines
8-31-18	**REVISED** 72.11 Purchasing

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PREVIOUSLY PUBLISHED OPERATING POLICIES AND PROCEDURES

Date	OP Number and Title
6-29-18	**REVISED** 10.09, Records Retention
6-29-18	**REVISED** 10.28, Volunteers
6-29-18	**REVISED** 50.06, Accounts Receivable Maintenance for Contract Accounts Receivable/Billing System
6-29-18	**REVISED** 50.36, Sales Tax Collection
6-29-18	**REVISED** 50.39, Balance Sheet Reconciliations
6-29-18	**REVISED** 65.10 Residual Funds Derived from Drug Studies, Clinical Trials, Fixed-Price Contracts, and Investigator-Initiated Research
6-29-18	**REVISED** 72.16 Official Functions, Business Meetings, and Entertainment
6-29-18	**REVISED** 73.02 Ownership and Transfer of Externally Sponsored Projects and Research Records
6-29-18	**REVISED**

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PREVIOUSLY PUBLISHED OPERATING POLICIES AND PROCEDURES

Date	OP Number and Title
10-31-17	**REVISED** 70.47, Employee Training and Development
10-31-17	**REVISED** 73.08, Requirements for Principal Investigator Status
9-18-17	**REVISED** 56.01, Acceptable Use of Information Technology Resources
9-29-17	**REVISED** 61.22, Installation of Cabling in TTUHSC Facilities
9-29-17	**REVISED** 61.24, Control of Keys to Facilities
9-29-17	**REVISED** 61.26 Standardization of Door Hardware and Restricted Keyway Systems, Computerized Keying System and Key ID Program
9-29-17	**REVISED** 63.03, Vehicle Fleet Management Program
9-29-17	**REVISED** 63.05, Central Shipping and Receiving
9-07-17	**REVISED** 70.12, Staff Performance Management
9-29-17	**DELETED** 72.14, Contract Workforce Procedures (remove from binder)
9-29-17	**REVISED** 77.02, Textbook Information
9-29-17	**REVISED** 77.04, Student Fees
9-29-17	**REVISED** 77.08, Student Travel Policy
8-31-17	**REVISED** 10.12, Emeritus Appointments
8-31-17	**REVISED** 10.19, Smoke-Free and Tobacco-Free Environment
8-31-17	**REVISED** 60.08, Annual Renewal of Certain Faculty Employment Contracts
8-31-17	**REVISED** 61.09 Departmental Work Coordinators
8-31-17	**REVISED** 61.11, Advertising

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PREVIOUSLY PUBLISHED OPERATING POLICIES AND PROCEDURES

Date	OP Number and Title
5-31-17	**REVISED** 54.04, Professional Services - Contracting
5-31-17	**REVISED** 60.05, Definition and Calculation of Credit Hours
5-31-17	**REVISED** 61.02, Remodeling Projects / Painting
5-31-17	**REVISED** 65.07, Effort Reporting: Certifying Time and Effort on Sponsored Projects
5-31-17	**NEW** 65.08, Equipment Acquired with Federal Funding
5-31-17	**REVISED** 70.21, Service Awards for TTUHSC Employees
5-31-17	**REVISED** 70.35, Employee Information
5-4-17	**REVISED** 70.38, Employee Assistance Program, Attachment A only revised
5-31-17	**REVISED** 72.17, Purchasing of Pharmaceuticals
5-31-17	**REVISED** 73.03, Animal Care and Use
5-31-17	**REVISED** 73.06, Research Involving Human Subjects
5-31-17	**REVISED** 73.13, Approval Process for External Funding Requests
5-31-17	**REVISED** 73.18, Quality Improvement Project Review
5-31-17	**REVISED** 75.15, Management of Claims Relating to Public Areas of TTUHSC Facilities / Property (excluding clinics)
5-31-17	**NEW** 77.17, Core & Transfer Compliance Policy
4-28-17	**REVISED** 50.05, Grant, Award, and Contract Billings
4-28-17	**REVISED** 50.07, Cash Collections
4-28-17	**REVISED** 50.08, Deposit Procedures
4-28-17	**REVISED** 50.10 Endorsement Stamps and Endorsement of Checks
4-28-17	**REVISED** 50.12, Check Collections and Returned Checks
4-28-17	**REVISED** 50.13, Remittance of Unclaimed Property
4-28-17	**REVISED** 50.21, Cash Funds
4-28-17	**REVISED** 50.26, Completion of Cash Receipts
4-28-17	**REVISED** 50.30, Year End Close Processes and Deadlines
4-28-17	**REVISED** 50.35, Unidentified Receipts and Holding Account Maintenance
4-28-17	**REVISED** 55.04, Cellular Telephone and Data Devices
4-28-17	**DELETED** 55.05, Employee Allowance for Electronic Communications Resources
4-28-17	**REVISED** 65.01, Establishing Sponsored Program Funds
4-28-17	**REVISED** 65.02, Facilities and Administrative Cost Recovery Ple49d32 032 Tw 0.262 0 Td08 Tc 0.h 0 Td( )Tj-0.0

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PREVIOUSLY PUBLISHED OPERATING POLICIES AND PROCEDURES

Date	OP Number and Title
4-28-17	**REVISED** 65.05, Program Income
4-28-17	**REVISED** 65.09, Subrecipient Monitoring
4-28-17	**REVISED** 70.16, Compensation in Excess of Base Salary
4-28-17	**REVISED** 70.37, Salary Administration Policy
4-28-17	**REVISED** 73.19, Human Pluripotent Stem Cell Research
4-28-17	**REVISED** 75.13, Shipment of Hazardous and Infectious Materials
4-28-17	**and Infe Pi ot tes and 75.13, and 75.13, S ip 75.13, [illegible]**

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Date	OP Number and Title
9-30-16	**REVISED** 76.10, Animals in Texas Tech Buildings
9-30-16	**REVISED** 76.40, Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics
8-31-16	**REVISED** 04.01, Operation of the Office of Audit Services