



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 10.01, **Operating Policies and Procedures for TTUHSC**

PURPOSE: The Health Sciences Center Operating Policy and Procedure (HSC OP) system was instituted in order to standardize TTUHSC policies and procedures and to provide a consistent and coherent method of defining TTUHSC policy on any given matter. The system is intended to:

1. Provide a TTUHSC-wide pattern of developing policies and procedures;
2. Outline a standard format for policies and procedures;
3. Provide a rapid means of identification of policies and procedures;
4. Facilitate continuity of high performance even though personnel assignments change; and
5. Ensure the periodic review and updating of all TTUHSC operating policies.

All TTUHSC policies and procedures should be developed in the format indicated in this HSC OP and processed through the approval procedures as set out in this memorandum.

REVIEW: This HSC OP will be reviewed on March 1 of each odd-numbered year (ONY) by the Executive Vice President for Finance and Administration (EVPFA), with recommendations for revision forwarded to the President by March 15.

POLICY/PROCEDURE:

1. **Format.**

- a. All HSC OPs for TTUHSC will follow the format used here. There will be three major sections as follows:

PURPOSE
REVIEW
POLICY/PROCEDURE

- b. The PURPOSE section should provide a rationale for the policy/procedure. The rationale might be a reference to a legal requirement, the General Appropriations Act, State Constitution, *Regents' Rules*, a statement of the goals which the HSC OP is attempting to facilitate, or some other description of the reasons for the implementation of the policy.
- c. The REVIEW section should define the individual responsible for reviewing the HSC OP and the date the review takes place.
- d. The POLICY/PROCEDURE section should explain the who, what, when, where, how, and why of the policy/procedure.
- e. The heading and format of all HSC OPs should be similar to this document. The font to be used is Arial, 10 pt.

2. **Development of a Policy/Procedure.**

- a. Any department head at Texas Tech University Health Sciences Center may propose a new policy or procedure, or a revision to an existing one, by routing the suggestion (in the proper format) through administrative channels for review and approval.
- b. The flow for the creation of a new OP is illustrated below:
 - (1) Department head develops;
 - (2) Responsible VP or Dean reviews and approves;
 - (3) Draft of new OP is sent to the Office of the EVPFA;
 - (4) Office of the EVPFA assigns a number to the new OP; and
 - (5) OP is sent for final approval to the persons listed in the REVIEW section who are responsible for reviewing the OP.

The reviewers should carefully proof the OP. If a change is necessary, it should be noted in red ink. The reviewer should sign the transmittal letter and return the entire document to the Office of the EVPFA for revision.

If the reviewer makes no changes, he/she should sign the transmittal letter and return the entire document to the Office of the EVPFA.

The responsible Vice President or Dean will conduct a cursory review of the OP before signing. If he/she approves, he/she will sign the transmittal letter and forward the OP to the Office of the EVPFA.

The Office of the EVPFA will use a tracking system for follow-up of the signature process.

3. **Revision of an Operating Policy/Procedure.**

- a. To maintain an effective set of operating policies and procedures, it is necessary that all HSC OPs have a regular schedule of review and be revised as necessary. HSC OPs stay in full force and effect until republished, whether or not they have been through the scheduled review process.
- b. An HSC OP can be revised at any time, not only during its scheduled review. Anyone wishing to recommend revisions should forward them to the reviewer identified in the REVIEW section. All revisions will follow the procedure outlined in Section 2.
- c. The Office of the EVPFA will notify the responsible reviewer when an HSC OP is up for review by sending a transmittal letter along with a copy of the OP to be reviewed.
 - (1) The Reviewer responsible for a scheduled review of an HSC OP should make the suggested revisions in red ink and return to the Office of the EVPFA within ten (10) working days from the date on the memo.
 - (2) Any department head may suggest updating, revising, or canceling an HSC OP by sending a written suggestion through channels. If, in the opinion of a department head, an HSC OP should be revised or canceled before the scheduled review cycle, the memorandum for the suggestion should indicate clearly why the author suggests the review should be undertaken immediately.

4. **Operating Policy Approvals and Numbering Plan.** Operating policies are to be approved by the reviewer and the designated administrator for the specific area of the policy. However, any HSC OP, from any area, in which the Chancellor wishes to personally approve and maintain a high level of involvement, will be placed in Category 01. Any HSC OP in which the President wishes to personally approve and maintain a high level of involvement will be placed in Category 10.

5. **Policy versus Procedure.** For purposes of the HSC OP Manual, no distinction will be made between "Policy" and "Procedure." Most HSC OPs contain both. It is a basic philosophy of the HSC OP System that both policies and procedures which are developed and approved under the authority of the TTUHSC Administration will be included within the TTUHSC Operating Policy and Procedure Manual.

The HSC OPs are subordinate to higher authorities, including federal law, rules and regulations; state law, rules and regulations; and Regental policies and orders.

6. **Publication.** The procedures for publication are as follows:
- a. HSC OPs are available online only. The Office of the EVPFA will electronically submit HSC OPs that have been approved for publication for inclusion on the TTUHSC Homepage on the Internet. The address for HSC online OPs is: www.ttuhs.edu/HSC/OP.
 - b. The Office of the EVPFA will send a notice through the TTUHSC Announcement Page (accessed on the TTUHSC Homepage at www.ttuhs.edu/announce every time that an HSC OP has been published.
 - c. Those departments who wish to maintain HSC OP Manuals may print the online OPs upon notification of a new publication and place in their manuals.
 - d. TTUHSC OP Manuals are available for reference in the TTUHSC Libraries, Reference Sections, on all HSC campuses. It is the responsibility of the Library administration to maintain up-to-date OP Manuals.

7. **Authority Invoked by HSC OPs.**

- a. Should there occur at any time a conflict between policy or procedure of an HSC OP and policy or procedure as reflected in documents of a higher authority (e.g., federal law, state law, Coordinating Board policy, Regental policies), the policy or procedure document of higher authority will prevail.
- b. Should there occur at any time a conflict between policy or procedure of an HSC OP and policy or procedure of any other written or oral policy statement developed by an operating unit at TTUHSC, the policy or procedure of the HSC OP will prevail.

8. **Disclaimer Statement.** TTUHSC reserves the right to interpret, change, modify, amend or rescind any policy in whole or in part at any time without the consent of employees.