

## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

### PREVIOUSLY PUBLISHED TTUHSC OPERATING POLICIES AND PROCEDURES

Below is a listing of revised, added, combined or deleted TTUHSC Operating Polices and Procedures in order by the date published online, going back to August, 2000.

DATE	DESCRIPTION
12-21-11	<b>REVISED</b> 10.04, Publication of Institutional Mission and Vision Statements
12-21-11	<b>REVISED</b> 10.20, Criminal Background Checks for Students, Residents, and Trainees
12-21-11	<b>REVISED</b> 10.27, Health Care Vendor Interactions
12-21-11	<b>REVISED AND RENAMED</b> 52.04, Report & TTUHSC Internal Investigation of Alleged Violations, Non-Retaliation
12-21-11	<b>REVISED</b> 52.07, Billing Compliance Plan
12-21-11	<b>NEW</b> 52.14, HIPAA Sanctions Process
12-21-11	<b>REVISED</b> 61.15, Approval of the Erection of Temporary or Permanent Structures on TTUHSC Grounds or Buildings
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11-30-11	<b>REVISED</b> 01.01, Preparation of Agenda for Board of Regents' Meetings
11-30-11	<b>REVISED</b> 01.07, Organization of TTUHSC
11-30-11	<b>REVISED</b> 10.28, Volunteers
11-30-11	<b>REVISED</b> 61.06, Traffic and Parking Control Devices
11-30-11	<b>REVISED</b> 65.04, Allowable Activities and Allowable Costs
11-30-11	<b>REVISED</b> 65.09, Subrecipient Monitoring
11-30-11	<b>REVISED</b> 70.25, Longevity and Hazardous Duty Pay
11-30-11	<b>REVISED</b> 72.15, Purchasing Card Program
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10-31-11	<b>REVISED</b> 04.01, Operation of the Office of Audit Services
10-31-11	<b>REVISED</b> 52.08, Social Security Number Policy
10-31-11	<b>REVISED</b> 52.12, Government Investigations
10-31-11	<b>REVISED</b> 61.04, Interior Maintenance Planting Program
10-31-11	<b>NEW</b> 70.58, Labor Redistributions
10-31-11	<b>NEW</b> 72.19, Payments to Research Participants / Patient Studies
10-31-11	<b>REVISED</b> 73.08, Faculty Status Guidelines for Conduct of Clinical Research
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9-30-11	<b>REVISED</b> 10.19, Tobacco-Free Environment Policy
9-30-11	<b>REVISED</b> 10.21, Land Development
9-30-11	<b>REVISED</b> 50.16, Changes to and Approval of Non-mandatory Student Fees
9-30-11	<b>REVISED</b> 60.08, Annual Renewal of Certain Faculty Employment Contracts

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
9-30-11	<b>REVISED</b> 61.09, Departmental Work Coordinators
9-30-11	<b>REVISED</b> 61.17, Donated Furnishings & Interior Finish Materials - Design & Code Review
9-30-11	<b>REVISED</b> 61.19, Furniture, Floorcovering, Window Treatments and Wallcovering - Requests for Interior Design Services
9-30-11	<b>REVISED</b> 61.20, Approval and Scheduling of Design and Construction Projects
9-30-11	<b>REVISED</b> 61.22, Installation of Cabling in TTUHSC Facilities
9-2-11	<b>REVISED</b> 61.24, Control of Keys to Facilities - Requisition Form (Att A only revised)
9-30-11	<b>REVISED</b> 61.26, Standardization of Door Hardware and Restricted Keyway Systems, Computerized Keying System and Key Identification Program
9-2-11	<b>REVISED</b> 70.01, Leave of Absence (Attachments A and B only revised)
9-16-11	<b>NEW</b> 70.23, Reduction in Force Policy
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8-10-11	<b>REVISED</b> 10.15, Americans with Disabilities Act
8-31-11	<b>REVISED</b> 56.03, Project Management
8-31-11	<b>REVISED</b> 63.03, Vehicle Fleet Management Program
8-31-11	<b>REVISED</b> 63.05, Central Shipping and Receiving
8-31-11	<b>REVISED</b> 72.03, Direct Pay Expenditures
8-31-11	<b>REVISED</b> 72.05, Determination of Employee or Independent Contractor Status
8-31-11	<b>REVISED</b> 73.16, Export Controls in Research and Other Areas
8-31-11	<b>REVISED</b> 76.02, Identification Badges
8-31-11	<b>REVISED</b> 76.41, Texas Tech Police
8-31-11	<b>REVISED</b> 76.42, Flying of Flags
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7-29-11	<b>REVISED</b> 02.03, Acceptance of Gifts and Grants from Private Philanthropic Sources
7-29-11	<b>REVISED</b> 50.01, Extension of State Credit
7-29-11	<b>REVISED</b> 50.05, Grant, Award and Contract Billings
7-29-11	<b>REVISED</b> 50.12, Check Collections and Returned Checks
7-29-11	<b>REVISED</b> 50.13, Remittance of Unclaimed Property
7-29-11	<b>REVISED</b> 50.17, Establishment and Operation of Service Departments
7-12-11	<b>REVISED</b> 50.18, Cost Transfers
7-29-11	<b>REVISED</b> 50.19, Use of the Accounting System & Services by Student and Other Organizations
7-29-11	<b>REVISED</b> 50.20, Regional Campus Spot Purchase Petty Cash Funds
7-29-11	<b>REVISED</b> 50.24, Distribution of Interest Earnings

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

<b>DATE</b>	<b>DESCRIPTION</b>
7-29-11	<b>REVISED</b> 50.30, Year-End Close Processes and Deadlines
7-29-11	<b>REVISED</b> 50.35, Unidentified Receipts and Holding Account Maintenance
7-29-11	<b>REVISED</b> 50.39, Balance Sheet Reconciliations
7-29-11	<b>REVISED</b> 61.07, Use of TTUHSC Premises and Amplification Equipment
7-12-11	<b>REVISED AND RENAMED</b> 65.07, Effort Reporting: Certifying Time and Effort on Sponsored Projects
7-29-11	<b>REVISED</b> 70.01, Leaves of Absence
7-29-11	<b>REVISED</b> 70.05, Insurance and Other Benefits
7-29-11	<b>REVISED</b> 70.07, Optional Retirement Program
7-29-11	<b>REVISED</b> 70.16, Compensation in Excess of Budgeted Salary
7-29-11	<b>REVISED</b> 70.17, Overtime Payment
7-29-11	<b>REVISED</b> 70.30, Lump Sum Payment of Accrued Vacation Leave to Terminating Employees
7-29-11	<b>REVISED</b> 70.31, Employee Conduct, Discipline and Separation
7-29-11	<b>REVISED AND RENAMED</b> 70.45, Tax Deferred Account Program
7-29-11	<b>REVISED</b> 70.57, Employee Telecommuting Policy
7-29-11	<b>REVISED</b> 75.14, Non-Employee Incident-Injury Procedures and Reporting
7-29-11	<b>REVISED</b> 76.17, Bomb Threat Procedures
7-29-11	<b>REVISED</b> 79.02, Travel Approvals and Notifications
<b> </b>	
6-30-11	<b>REVISED</b> 52.01, Institutional Compliance Plan
6-30-11	<b>REVISED</b> 52.06, Standards of Conduct and Ethics Guide
6-30-11	<b>REVISED</b> 52.09, Confidential Information
6-30-11	<b>REVISED</b> 60.03, Comprehensive Performance Evaluation of Tenured Faculty
6-30-11	<b>DELETED</b> 70.03, Employees Enrolling for Courses (REMOVE FROM BINDER)
6-30-11	<b>REVISED</b> 70.11, Appointments to Non-Faculty Positions
6-2-11	<b>REVISED</b> 70.12, Staff Performance Management
6-30-11	<b>REVISED</b> 70.20, Employment Background Screening Policy
6-30-11	<b>REVISED</b> 70.32, Family and Medical Leave (FML)
6-30-11	<b>REVISED</b> 70.47, Employee Training and Development
6-30-11	<b>REVISED</b> 72.08, Independent Academic Services
6-30-11	<b>REVISED</b> 72.17, Purchasing of Pharmaceuticals
6-30-11	<b>REVISED</b> 73.03, Animal Care and Usage

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
6-30-11	<b>REVISED</b> 73.11, Research Involving Radioactive Material
6-30-11	<b>REVISED</b> 73.13, Approval Process for External Funding Requests
6-30-11	<b>REVISED</b> 75.01, TTUHSC Safety Programs
6-30-11	<b>REVISED</b> 75.09, General Laboratory Use Policy
6-30-11	<b>REVISED</b> 75.10, Biological and Chemical Hazards Policy for Research Facilities and Personnel
6-30-11	<b>REVISED</b> 75.16, TTUHSC Fire and Life Safety Policy
6-30-11	<b>REVISED</b> 76.30, Vehicle Registration
6-30-11	<b>REVISED</b> 76.32, Traffic and Parking Regulations
6-30-11	<b>REVISED</b> 76.37, Service Vehicle Parking
6-30-11	<b>REVISED</b> 79.01, Texas State Travel Management Program
6-30-11	<b>REVISED</b> 79.03, Aircraft Piloted by TTUHSC Personnel on Official Business and Travel by Commercial or Charter Aircraft
6-30-11	<b>REVISED</b> 79.05, Business Travel Account (BTA) Requests and Travel Advances
6-30-11	<b>REVISED</b> 79.06, Reimbursement of Travel Expenses
6-30-11	<b>REVISED</b> 79.07, Travel Expenses Incurred by Prospective Employees
6-30-11	<b>REVISED</b> 79.10, Reimbursement for Travel Expenses for Spouses
6-30-11	<b>REVISED</b> 79.11, Use of State Travel Credit Card
5-31-11	<b>REVISED</b> 01.01, Preparation of Agenda for Board of Regents' Meetings
5-31-11	<b>REVISED</b> 10.09, Records Retention
5-31-11	<b>REVISED</b> 50.07, Cash Collections
5-31-11	<b>REVISED</b> 50.08, Deposit Procedures
5-31-11	<b>REVISED</b> 55.01, Telephone Calling Cards
5-31-11	<b>REVISED</b> 55.02, Telephones, Telephone Systems, Equipment and Services
5-31-11	<b>REVISED</b> 55.03, Texas Tech Telephone Directories
5-31-11	<b>REVISED</b> 55.04, Cellular Telephones and Data Devices
5-31-11	<b>REVISED</b> 55.05, Employee Allowance for Electronic Communication Resources
5-31-11	<b>REVISED</b> 70.18, Multiple Employment
5-31-11	<b>REVISED</b> 70.21, Service Awards for TTUHSC Employees
5-31-11	<b>REVISED</b> 70.35, Employee Address List
5-31-11	<b>REVISED</b> 73.05, Research Involving Hazardous Chemical and Biological Materials and Recombinant DNA

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

<b>DATE</b>	<b>DESCRIPTION</b>
5-31-11	<b>REVISED</b> 73.06, Research Involving Human Subjects
5-31-11	<b>REVISED</b> 73.07, Honesty in Research and Allegations of Scientific Misconduct
5-3-11	<b>REVISED</b> 79.04, Foreign Travel
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4-29-11	<b>REVISED</b> 50.10, Endorsement Stamps and Endorsement of Checks
4-29-11	<b>REVISED</b> 50.14, Prohibition of Gift of Public Moneys
4-29-11	<b>REVISED</b> 50.21, Change Funds and Petty Cash Funds
4-29-11	<b>REVISED</b> 50.26, Completion of Cash Receipts
4-29-11	<b>REVISED</b> 50.38, Budget Adjustments to the Annual Operating Budget
4-29-11	<b>REVISED</b> 52.10, Identity Theft Protection, Detection and Mitigation Program
4-29-11	<b>REVISED</b> 52.11, Sanction Check Process
4-29-11	<b>REVISED</b> 52.13, HIPAA Business Associate Agreement Policy
4-29-11	<b>REVISED</b> 61.02, Remodeling Projects/Painting
4-29-11	<b>REVISED</b> 63.10, Property Management (Attachment D only revised)
4-29-11	<b>REVISED</b> 65.06, Contracts and Grants Made Directly to Individuals
4-29-11	<b>REVISED</b> 73.14, Research Compliance
4-29-11	<b>REVISED</b> 75.06, Corridor Storage
4-29-11	<b>REVISED</b> 75.11, Health Surveillance Program for TTUHSC Institutional Health and Infection Control Program
4-29-11	<b>REVISED</b> 75.13, Shipment of Hazardous and Infectious Materials
4-29-11	<b>REVISED</b> 75.15, Management of Claims Relating to Public Areas of HSC Facilities/Property (excluding clinics)
4-29-11	<b>REVISED</b> 77.04, Student Fees
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3-31-11	<b>REVISED</b> 04.02, Audits and Reviews by External Auditors
3-31-11	<b>REVISED</b> 50.03, Fund Manager Designation and Responsibilities
3-31-11	<b>REVISED</b> 52.03, Compliance Hotline
3-31-11	<b>REVISED</b> 54.01, Contracting Authority and Policy
3-31-11	<b>REVISED</b> 56.01, Use of Information Technology Resources
3-2-11	<b>REVISED AND RENAMED</b> 56.04, Electronic Transmission of Personally Identifiable Information (PII) and Protected Health Information (PHI) ( <b>Moved from 52.05</b> )
3-31-11	<b>REVISED</b> 57.01, Mail, Printing, Copying, and Document Services (deleted Att. A)
3-31-11	<b>REVISED</b> 63.02, Out-of-Country Use of TTUHSC Vehicles

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

<b>DATE</b>	<b>DESCRIPTION</b>
3-31-11	<b>REVISED</b> 70.08, Nepotism
3-31-11	<b>REVISED</b> 70.09, Employment-based Nonimmigrant and Permanent Residency Petitions
3-31-11	<b>REVISED</b> 70.13, Workers' Compensation Insurance
3-31-11	<b>REVISED</b> 70.22, Employee Deaths
3-31-11	<b>REVISED</b> 70.37, Salary Administration Policy
3-31-11	<b>REVISED</b> 72.01, Purchasing Supplies, Equipment and Services
3-31-11	<b>REVISED</b> 72.06, Leasing of Space and Facilities
3-31-11	<b>REVISED</b> 73.12, Possession and Use of Exempt Quantities of CDC Select Agent Toxins
3-31-11	<b>REVISED</b> 75.02, TTUHSC Safety Committees
3-31-11	<b>REVISED</b> 75.08, "Code Blue" Response to Cardio-Pulmonary Arrest or other Emergency Medical Conditions
3-31-11	<b>REVISED</b> 76.08, Violence and Workplace Threats
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2-28-11	<b>REVISED</b> 10.01, Operating Policies and Procedures for TTUHSC
2-28-11	<b>REVISED</b> 10.03, Alcohol and Illegal Drugs
2-28-11	<b>NEW</b> 10.29, International Programs for Students
2-28-11	<b>REVISED</b> 52.02, Privacy and Security of Health Information
2-28-11	<b>REVISED</b> 54.04, Professional Services - Contracting
2-28-11	<b>REVISED</b> 61.11, Advertising Methods for Construction Services Contracts
2-28-11	<b>REVISED</b> 67.01, Publication Guidelines
2-28-11	<b>REVISED</b> 67.02, Communications, Advertising, and News Media
2-28-11	<b>REVISED</b> 70.06, Employee Working Hours and Holidays
2-28-11	<b>REVISED</b> 70.27, Appointment of Student Employees
2-28-11	<b>REVISED</b> 72.16, Official Functions, Business Meetings, and Entertainment
2-28-11	<b>REVISED</b> 75.01, TTUHSC Safety Programs
2-28-11	<b>REVISED</b> 75.04, Compliance with National Fire Protection Association Codes and Standards
2-28-11	<b>REVISED</b> 75.07, Elevator Usage
2-28-11	<b>REVISED</b> 77.08, Student Travel Policy
2-28-11	<b>REVISED</b> 77.13, Student Education Records
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1-31-11	<b>REVISED</b> 50.02, TTUHSC Employees Indebted to the State of Texas
1-31-11	<b>REVISED</b> 60.10, Faculty Grievance Procedure

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

<b>DATE</b>	<b>DESCRIPTION</b>
1-31-11	<b>REVISED</b> 70.28, Exchange Visitor Program (J-1 Visa)
1-31-11	<b>REVISED</b> 70.41, Drug and Alcohol for Safety-sensitive Positions Requiring a Commercial Drivers License
1-31-11	<b>REVISED</b> 72.07, Lease Purchase of Equipment and Other Commodities
1-31-11	<b>REVISED</b> 72.09, Expenditure Payments
1-31-11	<b>REVISED</b> 72.16, Official Functions, Business Meetings, and Entertainment
12-23-10	<b>REVISED</b> 10.04, Publication of Institutional Mission and Vision Statements
12-23-10	<b>REVISED</b> 61.13, Approval and Scheduling of Site Planning & Landscape Construction Projects
12-23-10	<b>REVISED</b> 61.20, Approval and Scheduling of Design and Construction Projects
12-23-10	<b>REVISED</b> 61.24, Control of Keys to Facilities
12-23-10	<b>REVISED</b> 70.33, Electronic Personnel Action Form (ePAF) Due Dates
12-23-10	<b>REVISED</b> 72.02, Guidelines for Proprietary Purchasing
12-23-10	<b>REVISED</b> 72.10, Invoice Processing and the Prompt Payment Law
12-23-10	<b>REVISED</b> 76.02, Identification Badges
11-30-10	<b>REVISED</b> 10.20, Criminal Background Checks for Students, Residents, and Trainees
11-30-10	<b>REVISED</b> 52.09, Confidential Information (Att. B. only revised)
11-30-10	<b>REVISED</b> 56.02, Electronically Delivered Education
11-30-10	<b>REVISED</b> 68.03, Tip and Gratuity Payments Received by Employees
11-30-10	<b>REVISED</b> 70.38, Employee Assistance Program
11-30-10	<b>REVISED</b> 70.54, Military Emergency Leave
11-30-10	<b>REVISED</b> 75.12, TTUHSC Guidelines for Using –95 Respirators
10–29-10	<b>REVISED</b> 01.04, Use of Institutional Names for Private Business Purposes
10-29-10	<b>REVISED</b> 50.32, Waiver of Fees for Regl. Campuses, Internet Courses, and Off-Campus Inst.
10-29-10	<b>REVISED</b> 52.08, Social Security Number Policy
10-29-10	<b>REVISED</b> 60.09, Faculty Recruitment Procedure
10-29-10	<b>REVISED</b> 61.03, Posting of Notices on TTUHSC Property
10-29-10	<b>REVISED</b> 61.08, Building Decorations and Decorative Materials
10-29-10	<b>REVISED</b> 61.10, Energy Conservation Program and Utility Review
10-29-10	<b>REVISED</b> 61.16, Access to Building Equipment Rooms and Tunnels
10-29-10	<b>REVISED</b> 61.24, Control of Keys to Facilities

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
10-29-10	<b>REVISED</b> 61.25, Electronic or Keyless Locking Systems
10-29-10	<b>REVISED</b> 72.02, Guidelines for Proprietary Purchasing
10-29-10	<b>REVISED</b> 72.04, Equipment Purchased for Sponsored Federal Projects
10-29-10	<b>REVISED</b> 72.11, Purchasing/Leasing Motor Vehicles
10-29-10	<b>REVISED</b> 75.03, Hazardous Material Incidents
10-29-10	<b>REVISED</b> 76.40, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
9-30-10	<b>REVISED</b> 10.06, Selection of Grover E. Murray Professorships
9-30-10	<b>REVISED</b> 10.13, Selection of University Distinguished Professors
9-30-10	<b>REVISED</b> 10.25, TTUHSC President's Awards
9-30-10	<b>REVISED</b> 10.26, International Affairs Council
9-30-10	<b>REVISED</b> 60.11, New Degree Programs, Change in Delivery Format, and Degree Program Termination
9-30-10	<b>REVISED</b> 61.07, Use of TTUHSC Premises and Amplification Equipment
9-17-10	<b>REVISED</b> 63.03, Vehicle Fleet Management Program - <b>Att. E only revised</b>
9-30-10	<b>REVISED</b> 63.06, Moving and Delivery Services
9-30-10	<b>REVISED</b> 70.02, Retirement
9-30-10	<b>REVISED</b> 70.03, Employees Enrolling for Courses
9-30-10	<b>REVISED</b> 70.43, Early Return-to-Work (ERTW) / Alternate and Light Duty Assignments
9-30-10	<b>REVISED</b> 73.07, Honesty in Research and Allegation of Scientific Misconduct
8-31-10	<b>REVISED</b> 10.09, Records Retention
8-31-10	<b>REVISED</b> 50.29, Use of Internal Purchase Funding Transfer
8-31-10	<b>REVISED</b> 50.39, Balance Sheet Reconciliation
8-31-10	<b>REVISED</b> 51.01, Equal Employment Opportunity Policy and Affirmative Action Plan
8-31-10	<b>REVISED</b> 52.07, Billing Compliance Plan
8-31-10	<b>REVISED</b> 63.01, TTUHSC Vehicle Rental
8-31-10	<b>REVISED</b> 63.09, Storage Facilities
8-31-10	<b>REVISED</b> 65.10, Residual Funds Derived from Drug Studies, Clinical Trials, Fixed-Price Contracts, and Investigator-Initiated Research
8-31-10	<b>REVISED</b> 70.40, Nursing Peer Review: SOM & CMHC
8-31-10	<b>REVISED</b> 73.10, Faculty Laboratory Space Check-out Procedures

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
8-31-10	<b>REVISED</b> 76.02, Identification Badges
7-30-10	<b>REVISED</b> 01.02, Guidelines for the Establishment and Review of Institutes and Centers
7-1-10	<b>REVISED</b> 52.01, Institutional Compliance Plan
7-1-10	<b>REVISED</b> 52.06, Standards of Conduct and Ethics Guide
7-1-10	<b>NEW</b> 56.03, Project Management
7-30-10	<b>REVISED</b> 61.14, Physical Plant and Support Services Fees
7-30-10	<b>REVISED</b> 65.07, Personnel Activity Reporting
7-30-10	<b>REVISED</b> 70.39, Drug-Free Workplace Policy
7-30-10	<b>REVISED</b> 70.55, Consensual Relationships - Faculty, Staff and Residents
7-30-10	<b>REVISED</b> 70.56, Consensual Relationships - Faculty and Students
7-30-10	<b>REVISED</b> 75.05, Contaminated-Suspect Equipment
7-30-10	<b>REVISED</b> 75.14, Non-Employee Incident/Injury Procedure & Reporting
7-30-10	<b>REVISED</b> 75.16, TTUHSC Fire and Life Safety Policy
6-30-10	<b>REVISED</b> 01.07, Organization of TTUHSC
6-30-10	<b>REVISED</b> 10.11, Delegation of Authority by the President
6-30-10	<b>REVISED</b> 10.27, Health Care Vendor Interactions
6-30-10	<b>REVISED</b> 50.26, Completion of Cash Receipts
6-30-10	<b>NEW</b> 52.13, HIPAA Business Associate Agreements
6-30-10	<b>REVISED</b> 60.02, Faculty Development Leave of Absence for Compensated Tenured Faculty
6-30-10	<b>REVISED</b> 63.10, Property Management
6-30-10	<b>REVISED</b> 63.11, Disposal of Surplus, Obsolete, or Uneconomically Repairable Inventory
6-30-10	<b>REVISED</b> 68.02, Payroll Deduction Designated to Texas Tech for Charitable Contributions
6-30-10	<b>REVISED</b> 70.14, Sexual Harassment
6-30-10	<b>REVISED</b> 70.50, Quality Service Awards for Non-Faculty Employees
6-30-10	<b>DELETED</b> 73.01, Annual Review of Funded Projects
6-30-10	<b>REVISED</b> 73.02, Ownership & Transfer of Externally Sponsored Projects & Research Records
5-31-10	<b>REVISED</b> 01.05, Delegation of Authority by the Chancellor
5-31-10	<b>DELETED</b> 50.06, Establishment and Operation of Service Departments (combined w/50.17)
5-31-10	<b>REVISED</b> 50.07, Cash Collections

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
5-31-10	<b>REVISED</b> 50.08, Deposit Procedures
5-31-10	<b>REVISED and RENAMED</b> 50.17, Establishment and Operation of Service Departments
5-31-10	<b>REVISED</b> 50.22, Tuition and Fees Installment Payment Options
5-31-10	<b>REVISED</b> 57.02, Guidelines for the Educational Use of Copyrighted Works
5-31-10	<b>DELETED</b> 60.07, Prescriptive Activities by Physician Assistants or Advanced Practice Nurses
5-31-10	<b>REVISED</b> 61.23, TTUHSC Classroom Scheduling Policy
5-31-10	<b>REVISED</b> 63.04, Disposal of Motor Vehicles - Surplus Property
5-31-10	<b>REVISED</b> 63.07, Vehicles - Inscription and Painting
5-31-10	<b>REVISED</b> 65.09, Monitoring Subrecipients
5-31-10	<b>REVISED</b> 68.01, Distribution of Payroll Checks
5-31-10	<b>REVISED</b> 70.03, Employees Enrolling for Courses
5-31-10	<b>REVISED</b> 70.11, Appointments to Non-Faculty Positions
5-31-10	<b>REVISED</b> 70.24, Creating a New Position in a Budget; Creating a New Position in the Pay Plan; and Reclassifying an Existing Position Title
5-31-10	<b>REVISED</b> 70.26, Insurance Coverage of Graduate Student Employees
5-31-10	<b>REVISED</b> 70.46, HIV/AIDS policy for the Workplace
5-31-10	<b>REVISED</b> 76.01, Emergency Management Plans
5-31-10	<b>REVISED</b> 76.30, Vehicle Registration
5-31-10	<b>REVISED</b> 76.32, Traffic and Parking Regulations
5-31-10	<b>REVISED</b> 77.01, Admission
5-31-10	<b>REVISED</b> 77.03, Official Student Publications
5-31-10	<b>REVISED</b> 77.05, Suspension and Retention
5-31-10	<b>REVISED</b> 77.06, Texas Public Educational Grants
5-31-10	<b>REVISED</b> 77.07, Credit by Examination
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4-30-10	<b>REVISED</b> 01.03, Custodian of Public Records
4-30-10	<b>REVISED</b> 02.01, Office of Institutional Advancement Relationships and Responsibilities
4-30-10	<b>REVISED</b> 02.02, Solicitation of Gifts and Grants from Private Philanthropic Sources
4-30-10	<b>REVISED</b> 02.03, Acceptance of Gifts and Grants from Private Philanthropic Sources
4-30-10	<b>REVISED</b> 02.04, Processing, Management and Publicity of Gifts and Grants from Private Philanthropic Sources
4-30-10	<b>REVISED</b> 02.05, Confidentiality of Information on ADVANCE System

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
4-30-10	<b>REVISED</b> 02.06, Reporting of Gifts and Grants from Private Philanthropic Sources
4-30-10	<b>REVISED</b> 02.07, Disclosure of Conditional Gifts from Foreign Persons
4-30-10	<b>REVISED</b> 02.08, Operation and Maintenance of Endowment Funds
4-30-10	<b>REVISED</b> 02.09, Gifts of Securities
4-30-10	<b>REVISED</b> 10.14, Appointments to Academic Administrative Positions
4-30-10	<b>REVISED</b> 50.04, MPIP Trust Fund Management
4-30-10	<b>REVISED</b> 50.05, Grant, Award and Contract Billings
4-30-10	<b>REVISED</b> 50.06, Establishment and Operations of Service Departments
4-30-10	<b>REVISED</b> 50.10, Endorsement Stamps and Endorsement of Checks
4-30-10	<b>REVISED</b> 50.12, Check Collections and Handling of Returned Checks
4-30-10	<b>REVISED</b> 50.13, Remittance of Unclaimed Property
4-30-10	<b>REVISED</b> 50.20, Regional Campus Spot Purchase Petty Cash Funds
4-30-10	<b>REVISED</b> 50.21, Change Funds and Petty Cash Funds
4-30-10	<b>REVISED</b> 50.30, Year-End Close Processes and Deadlines
4-30-10	<b>REVISED</b> 50.31, Adoption and Sale of Textbooks and Related Materials
4-30-10	<b>REVISED</b> 50.35, Unidentified Receipts and Holding Account Maintenance
4-30-10	<b>REVISED</b> 52.10, Identity Theft Prevention, Detection and Mitigation Program
4-30-10	<b>NEW</b> 70.09, Employment-based Nonimmigrant and Permanent Residency Petitions
4-30-10	<b>REVISED</b> 70.53, Correction of Information Collected by TTUHSC by Individuals
4-30-10	<b>REVISED</b> 73.12, Possession and Use of Exempt Quantities of CDC Select Agent Toxins
4-30-10	<b>REVISED</b> 75.09, General Laboratory Use Policy
4-30-10	<b>REVISED</b> 75.10, Biological and Chemical Hazards Policy for Research Facilities and Personnel
4-30-10	<b>REVISED</b> 76.34, Accidents Involving Texas Tech Vehicles
4-30-10	<b>NEW</b> 77.14, Establishing Reasonable Accommodations for Students with Disabilities
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3-31-10	<b>REVISED</b> 50.36, Sales Tax Collection
3-4-10	<b>REVISED</b> 70.13, Workers' Compensation Insurance, <b>Att. A only revised</b>
3-31-10	<b>REVISED</b> 70.24, Creating a New Position in a Budget; Creating a New Position Title in the Pay Plan, and Reclassifying an Existing Position Title
3-31-10	<b>REVISED</b> 70.36, Communicable and Transmittable Disease Control in the Employee Workforce
3-31-10	<b>DELETED</b> 70.49, TTUHSC Exclusion List Verification Procedure for Employees ( <b>Refer to 52.11</b> )
3-31-10	<b>REVISED</b> 72.05, Determination of Employee or Independent Contractor Status

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

<b>DATE</b>	<b>DESCRIPTION</b>
3-31-10	<b>REVISED</b> 72.14, Contract Workforce Procedures
3-31-10	<b>NEW</b> 72.18, Payments for Employee Moving Expenses
2-26-10	<b>REVISED</b> 50.11, Alteration of Checks
2-26-10	<b>REVISED</b> 50.28, Debt Collection
2-10-10	<b>REVISED</b> 70.19, Exit Interview and Separation Checkout Procedures, <b>Att. C only revised</b>
2-26-10	<b>REVISED</b> 70.44, Texa\$aver 457 Plan
2-26-10	<b>REVISED</b> 70.45, Tax Sheltered Annuity Program (some attachments deleted)
2-26-10	<b>REVISED</b> 77.09, Cancellation of Students for Non-Payment of Tuition and Fees
2-26-10	<b>REVISED</b> 77.10, Student Payment Agreement
1-29-10	<b>REVISED</b> 10.02, Suspension of Classes and Closing of Offices in Emergency Situations, <b>Att. E only revised</b>
1-29-10	<b>REVISED</b> 60.01, Tenure and Promotion Policy
1-29-10	<b>REVISED</b> 70.10, Non-Faculty Employee Complaint and Grievance Procedures
1-29-10	<b>REVISED</b> 70.41, Drug and Alcohol Testing for Safety-sensitive Positions Requiring and Commercial Drivers License
1-29-10	<b>REVISED</b> 73.09, Conflict of Interest in Research
1-29-10	<b>REVISED</b> 77.11, Permanent Student Record
12-22-09	<b>REVISED</b> 04.01, Operation of the Office of Audit Services
12-22-09	<b>REVISED</b> 10.04, Publication of Institutional Mission and Vision Statements
12-22-09	<b>NEW</b> 52.12, Government Investigations
12-22-09	<b>NEW</b> 55.05, Employee Allowance for Electronic Communication Resources
12-22-09	<b>REVISED</b> 63.03, Vehicle Fleet Management Program
12-22-09	<b>REVISED</b> 70.04, Pay Plan Revisions
12-22-09	<b>NEW</b> 72.12, Payments to Nonresident Aliens
12-22-09	<b>REVISED</b> 75.13, Shipment of Hazardous and Infectious Materials
11-30-09	<b>REVISED</b> 10.27, Health Care Vendor Interactions
11-30-09	<b>NEW</b> 52.11, Sanction Check Process
11-30-09	<b>REVISED</b> 61.06, Traffic and Parking Control Devices
11-30-09	<b>REVISED</b> 70.01, Leaves of Absence

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
11-30-09	<b>REVISED</b> 77.12, Religious Holy Day Observance and Need for Student Absence
10-30-09	<b>REVISED</b> 10.02, Suspension of Classes and Closing of Offices in Emergency Situations
10-30-09	<b>REVISED</b> 61.04, Interior Maintenance Planting Program
10-30-09	<b>NEW</b> 61.14, Physical Plant and Support Services Fees
10-30-09	<b>REVISED</b> 70.07, Optional Retirement Program (ORP)
10-30-09	<b>REVISED</b> 70.17, Overtime Pay
10-30-09	<b>REVISED</b> 70.19, Exit Interview and Separation Checkout Procedures
10-30-09	<b>REVISED</b> 70.25, Longevity and Hazardous Duty Pay
10-30-09	<b>REVISED</b> 73.08, Faculty Status Guidelines for Conduct of Clinical Research
9-30-09	<b>REVISED</b> 10.19, Tobacco-Free Environment Policy
9-30-09	<b>REVISED</b> 50.16, Changes to and Approval of Non-Mandatory Student Fees
9-30-09	<b>REVISED</b> 52.02, Privacy and Security of Health Information
9-30-09	<b>REVISED</b> 52.10, Identity Theft Prevention, Detection and Mitigation Program
9-30-09	<b>REVISED</b> 60.08, Annual Renewal of Certain Faculty Employment Contracts
9-30-09	<b>REVISED</b> 61.09, Departmental Work Coordinators
9-30-09	<b>REVISED</b> 61.11, Advertising Methods for Construction Services Contracts
9-30-09	<b>REVISED</b> 61.17, Donated Furnishings and Interior Finish Materials - Design & Code Review
9-30-09	<b>REVISED</b> 61.19, Furniture, Floorcovering, Window Treatments, and Wallcovering - Requests for Interior Design Services
9-30-09	<b>REVISED</b> 61.20, Approval and Scheduling of Design and Construction Projects
9-30-09	<b>REVISED</b> 61.22, Installation of Cabling in TTUHSC Facilities
9-30-09	<b>REVISED</b> 61.24, Control of Keys to Facilities
9-30-09	<b>REVISED</b> 61.26, Standardization of Door Hardware and Restricted Keyway Systems, Computerized Keying System and Key Identification Program
9-30-09	<b>REVISED</b> 70.13, Workers' Compensation Insurance
9-30-09	<b>REVISED</b> 73.14, Research Compliance
9-30-09	<b>REVISED</b> 75.02, TTUHSC Safety Committees
9-30-09	<b>REVISED</b> 75.14, Non-Employee Incident/Injury Procedures & Reporting
8-31-09	<b>REVISED</b> 10.21, Land Development
8-31-09	<b>REVISED</b> 61.01, Use of TTUHSC Facilities, Equipment, Supplies, and Services for Private Purposes Prohibited

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

<b>DATE</b>	<b>DESCRIPTION</b>
8-31-09	<b>REVISED</b> 63.05, Central Shipping and Receiving
8-31-09	<b>REVISED</b> 70.05, Insurance and Other Benefits
8-31-09	<b>DELETED/Combined w.70.18, Other Employment (Remove from Binder)</b>
8-31-09	<b>REVISED</b> 70.16, Compensation in Excess of Budgeted Salary
8-31-09	<b>REVISED</b> 70.18, Multiple Employment
8-31-09	<b>REVISED</b> 70.26, Insurance Coverage of Graduate Student Employees
8-31-09	<b>REVISED</b> 70.30, Lump Sum Payment of Accrued Vacation Leave to Terminating Employees
8-31-09	<b>REVISED</b> 70.57, Employee Telecommuting Policy
8-31-09	<b>REVISED</b> 76.02, Identification Badges
8-31-09	<b>REVISED</b> 76.41, Texas Tech Police
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7-31-09	<b>REVISED</b> 52.04, Reporting Violations; Non-Retaliation Policy
7-31-09	<b>REVISED</b> 52.06, Standards of Conduct and Ethics Guide
7-31-09	<b>REVISED</b> 60.10, Faculty Grievance Policy
7-31-09	<b>REVISED</b> 68.02, Payroll Deduction Designated to Texas Tech for Charitable Contributions
7-22-09	<b>REVISED</b> 70.32, Family and Medical Leave (FML)
7-31-09	<b>REVISED</b> 72.15, Purchasing Card Program
7-31-09	<b>REVISED</b> 75.10, Biological & Chemical Hazards Policy for Research Facilities & Personnel
7-31-09	<b>REVISED</b> 76.17, Bomb Threat Procedures
7-31-09	<b>NEW</b> 77.02, Textbook Information
7-31-09	<b>REVISED</b> 77.13, Student Education Records
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6-30-09	<b>REVISED</b> 01.07, Organization of TTUHSC
6-30-09	<b>REVISED</b> 10.20, Criminal Background Checks for Students, Trainees, and Residents
6-30-09	<b>REVISED</b> 10.25, TTUHSC President's Awards
6-30-09	<b>REVISED</b> 50.06, Establishing and Operating Service Departments and Support Activities
6-30-09	<b>REVISED</b> 50.07, Cash Collections
6-30-09	<b>REVISED</b> 50.08, Deposit Procedures
6-30-09	<b>REVISED</b> 50.15, Notary Appointments
6-30-09	<b>REVISED</b> 50.19, Use of Accounting System & Services by Student & Other Organizations
6-30-09	<b>REVISED</b> 50.27, Use of Private Consultants
6-30-09	<b>REVISED</b> 50.38, Budget Adjustments to the Annual Operating Budget

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
6-30-09	<b>NEW</b> 50.39, Balance Sheet Reconciliations
6-30-09	<b>REVISED</b> 52.01, Institutional Compliance Plan
6-30-09	<b>REVISED</b> 54.02, Contracting Procedures
6-30-09	<b>REVISED</b> 54.04, Professional Services - Contracting
6-30-09	<b>REVISED</b> 61.02, Remodeling Projects / Painting
6-30-09	<b>REVISED</b> 61.07, Use of TTUHSC Premises and Amplification Equipment
6-30-09	<b>REVISED AND RENAMED</b> 65.03, Sponsored Program Fund Management
6-30-09	<b>REVISED</b> 65.07, Personnel Activity Reporting
6-30-09	<b>REVISED</b> 67.02, Communications, Advertising, and News Media
6-04-09	<b>REVISED</b> 70.13, Workers' Compensation Insurance, <b>Att. A only revised</b>
6-30-09	<b>REVISED</b> 70.21, Service Awards for TTUHSC Employees
6-30-09	<b>REVISED</b> 70.28, Exchange Visitor Program (J-1 Visa), <b>New Att. E added only</b>
6-30-09	<b>REVISED</b> 70.35, Employee Address List
6-30-09	<b>REVISED</b> 72.08, Independent Academic Services
6-30-09	<b>NEW</b> 72.17, Purchasing of Pharmaceuticals
6-30-09	<b>REVISED</b> 73.03, Animal Care and Usage
6-30-09	<b>REVISED</b> 73.05, Research Involving Hazardous Chemical and Biological Materials, and Recombinant DNA
6-30-09	<b>REVISED</b> 73.06, Research Involving Human Subjects
6-30-09	<b>REVISED</b> 73.11, Research Involving Radioactive Material
6-30-09	<b>REVISED</b> 73.13, Approval Process for External Funding Requests
6-30-09	<b>NEW</b> 73.16, Export Controls in Research and Other Areas
6-30-09	<b>REVISED</b> 75.04, Compliance with NFPA Codes and Standards
6-30-09	<b>REVISED</b> 75.06, Corridor Storage
6-30-09	<b>REVISED</b> 75.07, Elevator Usage
6-30-09	<b>REVISED AND RENAMED</b> 75.08, "Code Blue" Response to Cardio-Pulmonary Arrest or other Emergency Medical Conditions
6-30-09	<b>REVISED</b> 75.09, General Laboratory Use Policy
6-30-09	<b>REVISED AND RENAMED</b> 75.13, Shipment of Hazardous and Infectious Materials
6-30-09	<b>REVISED</b> 75.15, Management of Claims Relating to Public Areas of HSC Facilities/Property (excluding clinics)
6-30-09	<b>REVISED</b> 76.30, Vehicle Registration

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
6-30-09	<b>REVISED</b> 76.32, Traffic and Parking Regulations
5-6-09	<b>DELETED</b> (Moved to 52.06) 10.08, Ethics Policy
5-20-09	<b>REVISED</b> 10.12, Emeritus Appointments
5-20-09	<b>REVISED AND RENAMED</b> 50.03, Fund Manager Designation and Responsibilities
5-20-09	<b>REVISED</b> 50.10, Endorsement Stamps and Endorsement of Checks
5-20-09	<b>REVISED</b> 50.12, Check Collections and Returned Checks
5-20-09	<b>REVISED</b> 50.13, Remittance of Unclaimed Property
5-20-09	<b>REVISED</b> 50.21, Change Funds and Petty Cash Funds
5-20-09	<b>REVISED</b> 50.26, Completion of the DDIS
5-20-09	<b>REVISED</b> 50.30, Year-End Close Processes and Deadlines
5-20-09	<b>REVISED</b> 50.35, Unidentified Receipts and Holding Account Maintenance
5-6-09	<b>REVISED</b> (moved from 10.08) 52.06, Standards of Conduct and Ethics Guide
5-20-09	<b>REVISED AND RENAMED</b> 65.01, Establishing Sponsored Program Funds
5-20-09	<b>REVISED</b> 65.04, Allowable Activities and Allowable Costs
5-20-09	<b>REVISED</b> 65.05, Program Income
5-20-09	<b>REVISED AND RENAMED</b> 70.31, Employee Conduct, Discipline and Separation of Employees
5-20-09	<b>REVISED</b> 72.03, Direct Pay Expenditures
5-20-09	<b>REVISED</b> 73.10, (Attachment A only) Faculty Laboratory Space Check-Out Procedures
5-20-09	<b>REVISED</b> 75.01, TTUHSC Safety Programs
4-30-09	<b>REVISED</b> 01.01, Preparation of Agenda for Board of Regents' Meetings
4-30-09	<b>REVISED</b> 50.05, Grant, Award, and Contract Billings
4-30-09	<b>REVISED</b> 50.20, Regional Campus Spot Purchase Petty Cash Funds
4-30-09	<b>NEW</b> 52.10, Identity Theft Prevention, Detection and Mitigation Program
4-30-09	<b>DELETED</b> 60.06, Non-Native English Speaking Teaching Assistants and Faculty
4-30-09	<b>REVISED</b> 70.11, Appointments to Non-Faculty Positions
4-30-09	<b>REVISED</b> 70.37, Salary Administration Policy
4-30-09	<b>REVISED</b> 76.08, Violence and Workplace Threats
4-30-09	<b>REVISED</b> 77.04, Student Fees
3-31-09	<b>NEW</b> 10.28, Volunteers

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
3-31-09	<b>REVISED</b> 54.01, Contracting Authority and Policy
3-31-09	<b>REVISED</b> 63.10, Property Management
3-31-09	<b>REVISED</b> 63.11, Disposal of Surplus, Obsolete, or Uneconomically Repairable Inventory
3-31-09	<b>REVISED AND MOVED</b> 65.10, Residual Funds Derived from Drug Studies, Clinical Trials, Fixed-Price Contracts, and Investigator-Initiated Research (Moved from 50.34)
3-31-09	<b>REVISED</b> 72.09, Expenditure Payments
3-31-09	<b>REVISED AND RENAMED</b> 72.10, Invoice Processing and the Prompt Payment Law
3-31-09	<b>REVISED</b> 76.15, Severe Weather Warning and Alert Systems
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3-13-09	<b>NEW</b> 10.27, Health Care Vendor Interactions
3-13-09	<b>REVISED AND MOVED</b> 52.09, Confidential Information (Moved from 10.05)
3-13-09	<b>REVISED</b> 70.03, Employees Enrolling for Courses
3-13-09	<b>REVISED</b> 70.06, Employee Working Hours and Holidays
3-13-09	<b>REVISED</b> 70.08, Nepotism
3-13-09	<b>REVISED</b> 70.12, Performance Management
3-13-09	<b>REVISED</b> 70.13, Workers' Compensation Insurance
3-13-09	<b>REVISED</b> 70.15, Other Employment
3-13-09	<b>REVISED</b> 70.22, Employee Deaths
3-13-09	<b>REVISED</b> 70.27, Appointment of Student Employees
3-13-09	<b>REVISED</b> 73.12, Possession and Use of Exempt Quantities of CDC Select Agent Toxins
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2-27-09	<b>REVISED</b> 04.02, Audits and Reviews by External Auditors
2-27-09	<b>REVISED</b> 10.01, Operating Policies and Procedures for TTUHSC
2-27-09	<b>REVISED</b> 10.03, Alcohol and Illegal Drugs
2-27-09	<b>NEW</b> 10.26, International Affairs Council
2-27-09	<b>REVISED AND RENAMED</b> , 52.03, Compliance Hotline
2-27-09	<b>DELETED</b> (Remove from binder) Billing and Research Compliance
2-27-09	<b>REVISED AND RENAMED</b> , 57.01, Mail, Printing, Copying, and Electronic Imaging Services
2-27-09	<b>REVISED</b> 61.03, Posting of Notices on TTUHSC Property
2-27-09	<b>REVISED</b> 61.04, Interior Maintenance Planting Program
2-27-09	<b>REVISED</b> 61.06, Traffic and Parking Control Devices

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
2-27-09	<b>REVISED</b> 63.06, Moving and Delivery Services
2-27-09	<b>REVISED</b> 65.02, Facilities and Administrative Cost Recovery Plan
2-27-09	<b>REVISED</b> 65.06, Contracts and Grants Made Directly to Individuals
2-27-09	<b>REVISED</b> 70.45, Tax Sheltered Annuity Program
2-27-09	<b>REVISED</b> 70.49, TTUHSC Exclusion List Verification Procedure for Employees
2-27-09	<b>REVISED</b> 73.07, Honesty in Research and Allegations of Scientific Misconduct
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1-30-09	<b>REVISED</b> 50.02, TTUHSC Employees Indebted to the State of Texas
1-30-09	<b>REVISED</b> 56.01, Use of Information Technology Resources
1-30-09	<b>REVISED</b> 63.09, Storage Facilities
1-30-09	<b>REVISED</b> 72.06, Leasing of Space and Facilities
1-30-09	<b>REVISED</b> 72.07, Lease Purchase of Equipment and Other Commodities
1-30-09	<b>REVISED</b> 72.11, Purchasing/Leasing Motor Vehicles
1-30-09	<b>REVISED</b> 72.16, Official Functions, Business Meetings, and Entertainment
1-30-09	<b>NEW</b> 73.15, Minors in Research Laboratories
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12-30-08	<b>REVISED</b> 10.04, Publication of Institutional Mission and Vision Statements
12-30-08	<b>REVISED</b> 68.03, Tip and Gratuity Payments Received by Employees
12-30-08	<b>REVISED</b> 70.13, Workers' Compensation Insurance
12-30-08	<b>REVISED</b> 70.28, Exchange Visitor Program (J-1 Visa)
12-30-08	<b>REVISED AND RENAMED</b> 70.33, Electronic Personnel Action Form (ePAF) Due Dates
12-30-08	<b>REVISED</b> 70.41, Drug and Alcohol Testing for Safety-sensitive Positions Requiring a Commercial Drivers License
12-30-08	<b>REVISED</b> 73.07, Honesty in Research and Allegations of Scientific Misconduct
12-30-08	<b>REVISED</b> 73.09, Conflict of Interest in Research
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11-26-08	<b>REVISED</b> 10.06, Selection of Grover E. Murray Professorships
11-26-08	<b>REVISED</b> 10.13, Selection of University Distinguished Professors
11-26-08	<b>REVISED</b> 10.15, Americans with Disabilities Act
11-26-08	<b>REVISED</b> 52.02, Privacy and Security of Health Information
11-26-08	<b>REVISED</b> 77.08, Student Travel Policy

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
10-31-08	<b>REVISED</b> 10.03, Alcohol and Illegal Drugs
10-31-08	<b>REVISED</b> 54.03, Use of "TTUHSC" Name for Private Business Purposes and Licensing: Use of Indicia, Logographics and Symbols
10-31-08	<b>REVISED</b> 67.01, Publication Guidelines
10-31-08	<b>REVISED</b> 70.38, Employee Assistance Program
10-31-08	<b>REVISED</b> 70.54, Military Emergency Leave
10-31-08	<b>REVISED</b> 72.01, Purchasing Supplies, Equipment and Services
10-31-08	<b>REVISED</b> 72.02, Guidelines for Proprietary Purchasing
10-31-08	<b>REVISED</b> 72.04, Equipment Purchased for Sponsored Federal Projects
10-31-08	<b>REVISED</b> 73.05, Research Involving Hazardous Chemical and Biological Materials, and Recombinant DNA
10-31-08	<b>NEW</b> 73.14, Research Integrity Office Grant Compliance
10-31-08	<b>REVISED</b> 75.12, TTUHSC Guidelines for Using N-95 Respirators
9-30-08	<b>DELETED/COMBINED</b> 10.07, Non Retaliation Policy (Combined with 52.04 - Remove 10.07 from binder)
9-30-08	<b>REVISED AND RENAMED</b> 52.04, Reporting Violations; Non-Retaliation Policy
9-30-08	<b>NEW</b> 52.07, Billing Compliance Plan
9-30-08	<b>NEW</b> 52.08, Social Security Number Policy
9-30-08	<b>REVISED</b> 61.07, Use of TTUHSC Premises and Amplification Equipment
9-30-08	<b>REVISED</b> 61.08, Building Decorations and Decorative Materials
9-30-08	<b>REVISED</b> 61.10, Energy Conservation Program and Utility Review
9-30-08	<b>REVISED</b> 61.11, Advertising Methods for Construction Services Contracts
9-30-08	<b>REVISED</b> 61.13, Approval & Scheduling of Site Planning & Landscape Construction Projects
9-30-08	<b>REVISED</b> 61.16, Access to Building Equipment Rooms and Tunnels
9-30-08	<b>REVISED</b> 61.20, Approval and Scheduling of Design and Construction Projects
9-30-08	<b>REVISED</b> 61.25, Electronic or Keyless Locking Systems
9-30-08	<b>REVISED</b> 70.02, Retirement
9-30-08	<b>REVISED</b> 70.19, Exit Interview and Separate Checkout Procedures, (Att. A only revised)
9-30-08	<b>REVISED</b> 70.43, Early Return-to-Work (ERTW) / Alternate and Light Duty Assignments
9-30-08	<b>REVISED</b> 70.50, Quality Service Awards for Non-Faculty Employees

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
9-30-08	<b>REVISED AND RENAMED</b> 73.02, Ownership and Transfer of Externally Sponsored Projects and Research Records
9-30-08	<b>REVISED</b> 75.03, Hazardous Material Incidents
9-30-08	<b>REVISED</b> 75.16, TTUHSC Fire and Life Safety Policy
8-29-08	<b>DELETED</b> 10.23, Diversity and Multicultural Awards
8-29-08	<b>REVISED</b> 65.01, Establishing Sponsored Program Accounts
8-29-08	<b>REVISED</b> 65.02, Facilities and Administrative Cost Recovery Plan
8-29-08	<b>NEW</b> 65.03, Sponsored Program Account Management
8-29-08	<b>NEW</b> 65.04, Allowable Activities and Allowable Costs
8-29-08	<b>NEW</b> 65.05, Program Income
8-29-08	<b>REVISED</b> 65.06, Contracts and Grants Made Directly to Individuals
8-29-08	<b>REVISED</b> 65.07, Personnel Activity Reporting
8-29-08	<b>REVISED</b> 65.09, Monitoring Subrecipients
8-29-08	<b>NEW</b> 70.57, Employee Telecommuting Policy
8-29-08	<b>REVISED</b> 72.03, Direct Pay Expenditures
8-29-08	<b>REVISED</b> 72.15, Purchasing Card Program
8-29-08	<b>NEW</b> 72.16, Official Functions, Business Meetings, and Entertainment
8-29-08	<b>REVISED</b> 75.05, Contaminated-Suspect Equipment
8-08-08	<b>REVISED</b> 76.01, Emergency Management Plans
8-29-08	<b>REVISED</b> 76.02, Identification Badges
8-29-08	<b>REVISED</b> 76.10, Animals in Texas Tech Buildings
8-29-08	<b>REVISED</b> 76.40, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
7-18-08	<b>REVISED</b> 10.11, Delegation of Authority by the President
7-31-08	<b>REVISED</b> 10.25, TTUHSC President's Awards
7-31-08	<b>REVISED AND RENAMED</b> 50.32, Waiver of Fees for Regional Campuses, Internet Courses, and Off-Campus Instruction
7-31-08	<b>REVISED</b> 51.01, Equal Employment Opportunity Policy and Affirmative Action Plan
7-31-08	<b>NEW</b> 52.01, Institutional Compliance Plan
7-31-08	<b>MOVED</b> 52.06, Billing and Research Compliance (Moved from 52.01)

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
7-31-08	<b>REVISED</b> 61.23, TTUHSC Classroom Scheduling Policy
7-31-08	<b>REVISED</b> 63.01, TTUHSC Vehicle Rental
7-31-08	<b>REVISED</b> 70.04, Pay Plan Revisions
7-31-08	<b>REVISED</b> 70.38, Employee Assistance Program (Attachment A only revised)
7-31-08	<b>REVISED</b> 75.09, General Laboratory Use Policy
7-31-08	<b>REVISED</b> 75.10, Biological and Chemical Hazards Policy for Research Facilities & Personnel
7-31-08	<b>REVISED</b> 76.05, Abandoned Personal Property
6-30-08	<b>REVISED</b> 50.18, Cost Transfers
6-30-08	<b>NEW</b> 56.02, Electronically Delivered Education
6-30-08	<b>REVISED</b> 70.01, Leaves of Absence
6-30-08	<b>REVISED</b> 70.05, Insurance and Other Benefits
6-30-08	<b>REVISED</b> 70.26, Insurance Coverage of Graduate Student Employees
6-30-08	<b>REVISED</b> 70.31, Standards of Conduct, Discipline and Separation of Employees
6-30-08	<b>REVISED</b> 70.44, Texa\$aver 457 Plan
6-30-08	<b>REVISED</b> 70.45, Tax Sheltered Annuity Program
6-30-08	<b>REVISED</b> 70.46, HIV/AIDS Policy for the Workplace
6-30-08	<b>REVISED</b> 73.10, Faculty Laboratory Space Checkout Procedures
5-30-08	<b>REVISED</b> 01.02, Guidelines for the Establishment and Review of Institutes and Centers
5-30-08	<b>REVISED</b> 02.01, Office of Institutional Advancement Relationships and Responsibilities
5-30-08	<b>REVISED</b> 02.02, Solicitation of Gifts and Grants from Private Philanthropic Sources
5-30-08	<b>REVISED</b> 02.03, Acceptance of Gifts and Grants from Private Philanthropic Sources
5-30-08	<b>REVISED</b> 02.04, Processing, Management, and Publicity of Gifts and Grants from Private Philanthropic Sources
5-30-08	<b>REVISED</b> 02.05, Confidentiality of Information on ADVANCE System
5-30-08	<b>REVISED</b> 02.06, Reporting of Gifts and Grants from Private Philanthropic Sources
5-30-08	<b>REVISED</b> 02.07, Disclosure of Conditional Gifts from Foreign Persons
5-30-08	<b>REVISED</b> 02.08, Operation and Maintenance of Endowment Funds
5-30-08	<b>REVISED</b> 02.09, Gifts of Securities
5-30-08	<b>REVISED</b> 10.14, Appointments to Academic Administrative Positions

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
5-30-08	<b>REVISED</b> 50.01, Extension of State Credit
5-30-08	<b>REVISED</b> 50.17, Charging Departments for Goods or Services
5-30-08	<b>REVISED</b> 50.22, Tuition and Fees Installment Payment Options
5-30-08	<b>REVISED</b> 50.29, Use of Internal Purchase Funding Transfer
5-30-08	<b>REVISED</b> 55.01, Telephone Calling Cards
5-30-08	<b>REVISED</b> 55.02, Telephones, Telephone Systems, Equipment and Services
5-30-08	<b>REVISED</b> 55.03, Texas Tech Telephone Directories
5-30-08	<b>REVISED</b> 55.04, Cellular Telephones and Data Devices
5-30-08	<b>REVISED</b> 57.02, Guidelines for the Educational Use of Copyrighted Works
5-30-08	<b>REVISED</b> 63.04, Disposal of Motor Vehicles - Surplus Property
5-30-08	<b>REVISED</b> 63.07, Vehicles - Inscription and Painting
5-30-08	<b>REVISED</b> 65.01, Establishing Sponsored Program Accounts
5-30-08	<b>REVISED</b> 68.01, Distribution of Payroll Checks
5-30-08	<b>REVISED</b> 70.10, Non-Faculty Employee Complaint and Grievance Procedures
5-30-08	<b>REVISED</b> 70.14, Sexual Harassment
5-30-08	<b>REVISED</b> 70.20, Employment Background Screening Policy
5-30-08	<b>REVISED</b> 70.39, Drug-Free Workplace Policy
5-30-08	<b>REVISED</b> 70.55, Consensual Relationships - Faculty, Staff and Residents
5-30-08	<b>REVISED</b> 70.56, Consensual Relationships - Faculty and Students
5-30-08	<b>REVISED</b> 72.13, Historically Underutilized Businesses
5-30-08	<b>REVISED</b> 73.01, Annual Review of Funded Projects
5-30-08	<b>REVISED</b> 73.02, Transfer of Funds, Equipment, etc. to Another Institution upon the Project Director Leaving TTUHSC
5-30-08	<b>REVISED</b> 76.11, Hunting on Texas Tech Property
5-30-08	<b>REVISED</b> 76.30, Vehicle Registration
5-30-08	<b>REVISED</b> 76.32, TTUHSC Traffic & Parking Regulations
5-30-08	<b>REVISED</b> 76.34, Accidents Involving University Vehicles
5-30-08	<b>REVISED</b> 77.01, Admission
5-30-08	<b>REVISED</b> 77.03, Official Student Publications
5-30-08	<b>REVISED</b> 77.05, Suspension and Retention
5-30-08	<b>REVISED</b> 77.06, Texas Public Educational Grants

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
5-30-08	<b>REVISED</b> 77.07, Credit by Examination
4-30-08	<b>REVISED</b> 10.07, Reporting a Violation of Law
4-30-08	<b>REVISED</b> 50.04, MPIP Trust Fund Management
4-30-08	<b>REVISED</b> 50.05, Grant, Award, and Contract Billings
4-30-08	<b>REVISED</b> 50.07, Cash Collections
4-30-08	<b>REVISED</b> 50.08, Deposit Procedures
4-30-08	<b>REVISED</b> 50.10, Endorsement Stamps and Endorsement of Checks
4-30-08	<b>REVISED</b> 50.12, Check Collections and Returned Checks
4-30-08	<b>REVISED</b> 50.13, Remittance of Unclaimed Property
4-30-08	<b>REVISED</b> 50.20, Regional Campus Spot Purchase Petty Cash Funds
4-30-08	<b>REVISED</b> 50.21, Change Funds and Petty Cash Funds
4-30-08	<b>REVISED</b> 50.26, Completion of the Departmental Deposit Information Sheet (DDIS)
4-30-08	<b>REVISED</b> 50.31, Adoption and Sale of Textbooks and Related Materials
4-30-08	<b>REVISED</b> 50.35, Unidentified Receipts and Holding Account Maintenance
4-30-08	<b>REVISED</b> 60.01, Tenure and Promotion Policy
4-30-08	<b>REVISED</b> 70.24, Creating a New Position in a Budget; Creating a New Position in the Pay Plan; and Reclassifying an Existing Position Title
4-30-08	<b>REVISED</b> 70.36, Communicable & Transmittable Disease Control in the Employee Workforce
4-30-08	<b>REVISED</b> 70.37, Salary Administration Policy
3-31-08	<b>NEW</b> 50.30, Year-End Close Processes and Deadlines
3-31-08	<b>MOVED</b> (from 10.16) 52.01, Billing and Research Compliance
3-31-08	<b>MOVED</b> (from 10.17) 52.02, Privacy and Security of Health Information
3-31-08	<b>MOVED</b> (from 10.22) 52.03, Compliance and Ethics Line
3-31-08	<b>MOVED</b> (from 10.24) 52.04, Non-Retaliation Policy
3-31-08	<b>NEW</b> 52.05, HIPAA: Electronic Transmission of Protected Health Information (PHI)
3-31-08	<b>REVISED AND RENAMED</b> 60.03, Comprehensive Performance Evaluation of Tenured Faculty
3-31-08	<b>REVISED</b> 70.13 Workers' Compensation Insurance
3-31-08	<b>REVISED AND RENAMED</b> 70.20, Employment Background Screening Policy
3-31-08	<b>REVISED</b> 70.38, Employee Assistance Program (Attachment A revised only)

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
3-31-08	<b>REVISED</b> 70.47, Employee Training and Development
2-29-08	<b>REVISED</b> 01.05, Delegation of Authority by the Chancellor
2-29-08	<b>REVISED</b> 01.07, Organization of TTUHSC
2-29-08	<b>DELETED</b> 10.10, Reporting Non-Compliance or Fraud - Telephone Line (Remove from binder)
2-29-08	<b>REVISED</b> 10.19, Tobacco-Free Environment Policy
2-29-08	<b>REVISED</b> 50.28, Debt Collection
2-29-08	<b>NEW</b> 50.38, Budget Adjustments to the Annual Operating Budget
2-29-08	<b>REVISED AND RENAMED</b> 54.01, Contracting Authority and Policy
2-29-08	<b>REVISED</b> 54.02, Contracting Procedures
2-29-08	<b>NEW</b> 60.11, New Degree Programs, Change in Delivery Format, & Degree Program Termination
2-29-08	<b>REVISED</b> 61.04, Interior Maintenance Planting Program
2-29-08	<b>REVISED</b> 61.05, Freestanding Exterior Signs
2-29-08	<b>REVISED</b> 61.06, Traffic and Parking Control Devices
2-29-08	<b>REVISED</b> 61.15, Approval of the Erection of Temporary or Permanent Structures on TTUHSC Grounds or Buildings
2-29-08	<b>REVISED</b> 65.02, Facilities and Administrative Cost Recovery Plan
2-29-08	<b>REVISED</b> 70.07, Optional Retirement Program
2-7-08	<b>REVISED</b> 70.32, Family and Medical Leave (F&ML)
2-29-08	<b>REVISED</b> 72.01, Purchasing Supplies, Equipment and Services
2-29-08	<b>REVISED</b> 72.05, Determination of Employee or Independent Contractor Status
2-29-08	<b>REVISED</b> 73.05, Research Involving Hazardous Chemical and Biological Materials and Recombinant DNA
2-29-08	<b>REVISED</b> 73.09, Conflict of Interest in Research
2-29-08	<b>REVISED</b> 76.15, Severe Weather Warning and Alert Systems
2-29-08	<b>REVISED</b> 76.23, Employee Training and Procedures for Handling Armed Robbery Incidents
2-29-08	<b>REVISED</b> 77.09, Cancellation of Students for Non-Payment of Tuition and Fees
2-29-08	<b>REVISED</b> 77.10, Student Payment Agreement
1-22-08	<b>REVISED</b> 10.04, Publication of Institutional Mission and Vision Statements
1-22-08	<b>REVISED</b> 10.07, Reporting a Violation of Law
12-18-07	<b>REVISED</b> 10.08, Ethics Policy

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
1-22-08	<b>REVISED</b> 10.09, Records Retention
1-22-08	<b>REVISED AND RENAMED</b> 10.17, Privacy and Security of Health Information
1-22-08	<b>REVISED</b> 50.34, Residual Funds Derived from Drug Studies, Clinical Trials, Fixed-Price Contracts, and Investigator-Initiated Research
1-22-08	<b>DELETED</b> , 60.04, Graduate Faculty Membership Criteria ( <b>Remove from binder</b> )
1-22-08	<b>REVISED</b> 60.09, Faculty Recruitment Procedure
1-22-08	<b>REVISED</b> 61.17, Donated Furnishings & Interior Finish Materials - Design & Code Review
1-22-08	<b>REVISED</b> 61.19, Furniture, Floorcovering, Window Treatments, and Wallcovering - Requests for Interior Design Services
1-22-08	<b>REVISED</b> 70.11, Appointments to Non-Faculty Positions
1-22-08	<b>REVISED</b> 70.41, Drug and Alcohol Testing for Safety-Sensitive Positions Requiring a Commercial Drivers License
1-22-08	<b>REVISED</b> 70.50, Quality Service Awards for Non-Faculty Employees (Attachment A only)
1-22-08	<b>REVISED</b> 72.02, Guidelines for Proprietary Purchasing
1-22-08	<b>REVISED</b> 72.07, Lease Purchase of Equipment and Other Commodities
1-22-08	<b>REVISED</b> 72.08, Independent Academic Services
1-22-08	<b>REVISED</b> 73.01, Approval Process for External Funding Requests
1-22-08	<b>REVISED</b> 73.02, Transfer of Funds, Equipment, etc. to Another Institution upon the Project Director Leaving TTUHSC
1-22-08	<b>REVISED</b> 73.03, Animal Care and Usage
1-22-08	<b>REVISED</b> 73.05, Research Involving Hazardous Chemical and Biological Materials and Recombinant DNA
1-22-08	<b>REVISED</b> 73.06, Research Involving Human Subjects
1-22-08	<b>REVISED</b> 73.07, Honesty in Research and Allegations of Scientific Misconduct
1-22-08	<b>REVISED</b> 73.08, Faculty Status Guidelines for Conduct of Clinical Research
1-22-08	<b>REVISED</b> 73.11, Research Involving Radioactive Material
1-22-08	<b>REVISED</b> 73.12, Possession and Use of Exempt Quantities of CDC Select Agent Toxins
1-22-08	<b>NEW</b> 73.13, Approval Process for External Funding Requests
1-22-08	<b>REVISED</b> 77.11, Permanent Student Record
1-22-08	<b>REVISED</b> 77.12, Religious Holy Day Observance and Need for Student Absence
1-22-08	<b>REVISED</b> 79.01, Texas State Travel Management Program
1-22-08	<b>REVISED</b> 79.02, Travel Approvals and Notifications

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
1-22-08	<b>REVISED</b> 79.03, Aircraft Piloted by TTUHSC Personnel on Official Business and Travel by Commercial or Charter Aircraft
1-22-08	<b>REVISED</b> 79.04, Foreign Travel
1-22-08	<b>REVISED</b> 79.05, Corporate Travel Credit Cards and Travel Advances
1-22-08	<b>REVISED</b> 79.06, Reimbursement of Travel Expenses
1-22-08	<b>REVISED</b> 79.07, Travel Expenses Incurred by Prospective Employees
1-22-08	<b>REVISED</b> 79.10, Reimbursement for Travel Expenses for Spouses
1-22-08	<b>REVISED</b> 79.11, Use of State Travel Card
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12-14-07	<b>REVISED</b> 10.24, Non-Retaliation Policy
12-14-07	<b>REVISED</b> 54.04, Professional Services - Contracting
12-14-07	<b>REVISED AND RENAMED</b> 60.02, Faculty Development Leave of Absence for Compensated Tenured Faculty
12-14-07	<b>REVISED</b> 63.10, Property Management
12-14-07	<b>REVISED</b> 63.11, Disposal of Surplus, Obsolete, or Uneconomically Repairable Inventory
12-14-07	<b>REVISED AND RENAMED</b> 65.01, Establishing Sponsored Program Accounts
12-14-07	<b>REVISED</b> 70.06, Employee Working Hours and Holidays
12-14-07	<b>REVISED</b> 70.08, Nepotism
12-14-07	<b>REVISED</b> 70.15, Other Employment
12-14-07	<b>REVISED</b> 70.18, Multiple Employment
12-14-07	<b>REVISED</b> 70.19, Exit Interview and Separation Checkout Procedures
12-14-07	<b>REVISED</b> 70.20, Employment for Security-Sensitive Positions
12-14-07	<b>REVISED</b> 70.25, Longevity and Hazardous Duty Pay
12-14-07	<b>REVISED</b> 70.47, Employee Training and Development
12-14-07	<b>REVISED</b> 72.14, Contract Workforce Procedures
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10-31-07	<b>REVISED</b> 01.07, Organization of TTUHSC
10-31-07	<b>REVISED</b> 10.02, Suspension of Classes and Closing of Offices in Emergency Situations
10-31-07	<b>REVISED</b> 50.36, Sales Tax Collection
10-31-07	<b>REVISED</b> 61.20, Approval and Scheduling of Design and Construction Projects
10-31-07	<b>REVISED</b> 73.08, Faculty Status Guidelines for Conduct of Clinical Research
10-31-07	<b>REVISED</b> 73.09, Conflict of Interest in Research (revising Att. A only)

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
10-31-07	<b>REVISED</b> 77.08, Student Travel Policy (revising Att. C only)
9-28-07	<b>REVISED</b> 10.21, Land Development
9-28-07	<b>REVISED</b> 50.16, Changes to and Approval of Non-Mandatory Student Fees
9-28-07	<b>NEW</b> 50.37, Credit Cards Accepted for Services
9-28-07	<b>REVISED</b> 61.09, Departmental Work Coordinators
9-28-07	<b>REVISED</b> 61.11, Advertising Methods for Construction Services Contracts
9-28-07	<b>REVISED</b> 61.22, Installation of Cabling in TTUHSC Facilities
9-28-07	<b>REVISED</b> 61.26, Standardization of Door Hardware and Restricted Keyway Systems, Computerized Keying System and Key Identification Program
9-28-07	<b>REVISED</b> 63.03, Vehicle Fleet Management Program (revising Att. E only)
9-28-07	<b>REVISED</b> 70.33, Personnel Action Form Due Dates
9-28-07	<b>REVISED</b> 75.09, General Laboratory Use Policy
9-28-07	<b>REVISED</b> 75.10, Biological and Chemical Hazards Policy for Research Facilities and Personnel
8-31-07	<b>REVISED</b> 04.01, Operation of the Office of Audit Services
8-31-07	<b>REVISED</b> 10.25, TTUHSC President's Awards (revising Att. E only)
8-31-07	<b>REVISED</b> 63.01, TTUHSC Vehicle Rental
8-31-07	<b>REVISED</b> 63.03, Vehicle Fleet Management Program
8-31-07	<b>REVISED</b> 63.05, Central Shipping and Receiving
8-31-07	<b>REVISED</b> 70.17, Overtime and Compensatory Time
8-31-07	<b>REVISED</b> 76.41, Texas Tech Police
8-31-07	<b>REVISED</b> 76.42, Flying of Flags
7-31-07	<b>REVISED</b> 10.20, Criminal Background Checks for Students, Trainees and Residents
7-31-07	<b>REVISED</b> 51.01, Equal Employment Opportunity Policy and Affirmative Action Plan
7-31-07	<b>REVISED</b> 60.08, Annual Renewal of Certain Faculty Employment Contracts
7-31-07	<b>REVISED</b> 60.10, Faculty Grievance Procedure
7-31-07	<b>REVISED</b> 61.07, Use of TTUHSC Premises and Amplification Equipment
7-31-07	<b>REVISED</b> 70.16, Compensation in Excess of Budgeted Salary
7-31-07	<b>REVISED</b> 70.30, Lump Sum Payment of Accrued Vacation Leave to Terminating Employees

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
7-31-07	<b>REVISED</b> 76.17, Bomb Threat Procedures
6-29-07	<b>REVISED</b> 50.06, Establishing and Operating Service Departments and Support Activities
6-29-07	<b>REVISED</b> 50.19, Use of the Accounting System & Services by Student and Other Organizations
6-29-07	<b>REVISED</b> 50.24, Distribution of Interest Earnings
6-29-07	<b>REVISED</b> 50.27, Use of Private Consultants
6-29-07	<b>REVISED</b> 54.01, Contracting and Budgetary Authorities and Policies
6-29-07	<b>REVISED</b> 54.02, Contracting Procedures
6-29-07	<b>REVISED</b> 55.01, Telephone Calling Cards
6-29-07	<b>REVISED AND RENAMED</b> 55.02, Telephones, Telephone Systems, Equipment & Services
6-29-07	<b>REVISED AND RENAMED</b> 55.03, Texas Tech Telephone Directories
6-29-07	<b>REVISED AND RENAMED</b> 55.04, Cellular Telephones and Data Devices
6-29-07	<b>REVISED</b> 72.08, Independent Academic Services
5-31-07	<b>REVISED</b> 01.07, Organization of TTUHSC
5-31-07	<b>REVISED</b> 10.05, Information Privacy and Confidentiality Statements
5-31-07	<b>NEW</b> 10.25, TTUHSC President's Awards
5-31-07	<b>REVISED</b> 50.04, MPIP Trust Fund Management
5-31-07	<b>REVISED</b> 60.07, Prescriptive Activities by Physician Assistants or Advanced Practice Nurses
5-31-07	<b>REVISED</b> 70.21, Service Awards for TTUHSC Employees
5-31-07	<b>REVISED</b> 70.22, Employee Deaths
5-31-07	<b>REVISED</b> 70.32, Family and Medical Leave (F&ML)
5-31-07	<b>REVISED</b> 70.35, Employee Address List
5-31-07	<b>REVISED</b> 73.03, Animal Care and Usage
5-31-07	<b>REVISED</b> 73.05, Research Involving Hazardous Chemical and Biological Materials and Recombinant DNA
5-31-07	<b>REVISED</b> 73.06, Research Involving Human Subjects
5-31-07	<b>REVISED</b> 73.07, Honesty in Research and Allegations of Scientific Misconduct
5-31-07	<b>REVISED</b> 73.11, Research Involving Radioactive Material
5-31-07	<b>REVISED</b> 76.08, Violence and Workplace Threats
4-30-07	<b>REVISED</b> 50.05, Grant, Award and Contract Billings

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
4-30-07	<b>REVISED</b> 50.07, Cash Collections
4-30-07	<b>REVISED</b> 50.08, Deposit Procedures
4-30-07	<b>REVISED</b> 50.10, Endorsement Stamps and Endorsement of Checks
4-30-07	<b>REVISED</b> 50.12, Check Collections and Returned Checks
4-30-07	<b>REVISED</b> 50.13, Remittance of Unclaimed Property
4-30-07	<b>REVISED</b> 50.14, Prohibition of Gift of Public Moneys
4-30-07	<b>REVISED</b> 50.20, Endorsement Stamps and Endorsement of Checks
4-30-07	<b>REVISED</b> 50.21, Change Funds and Petty Cash Funds
4-30-07	<b>REVISED</b> 50.26, Completion of the Departmental Deposit Information Sheet (DDIS)
4-30-07	<b>REVISED</b> 50.35, Unidentified Receipts and Holding Account Maintenance
4-30-07	<b>REVISED</b> 56.01, Use of Information Technology Resources
4-30-07	<b>REVISED</b> 60.06, Non-Native English Speaking Teaching Assistants and Faculty
4-30-07	<b>REVISED</b> 61.02, Remodeling Projects / Painting
4-30-07	<b>REVISED</b> 65.01, Establishing Sponsored Program Accounts and Budgets
4-30-07	<b>REVISED</b> 65.02, Facilities and Administrative Cost Recovery Plan
4-30-07	<b>REVISED</b> 65.06, Contracts and Grants Made Directly to Individuals
4-30-07	<b>REVISED</b> 70.03, Employees Enrolling for Courses
4-30-07	<b>REVISED</b> 70.12, Performance Management
4-30-07	<b>REVISED</b> 70.27, Appointment of Student Employees
4-30-07	<b>REVISED</b> 70.37, Salary Administration Policy
4-30-07	<b>REVISED</b> 72.03, Direct Pay Expenditures
4-30-07	<b>REVISED</b> 72.09, Expenditure Payments
4-30-07	<b>REVISED</b> 72.15, Purchasing Card Program
4-30-07	<b>REVISED</b> 76.02, Identification Badges
4-30-07	<b>REVISED</b> 76.30, Vehicle Registration
4-30-07	<b>REVISED</b> 76.32, Traffic and Parking Regulations
4-30-07	<b>REVISED</b> 76.3, Service Vehicle Parking
4-30-07	<b>REVISED</b> 77.04, Student Fees
4-2-07	<b>REVISED</b> 10.17, Health Insurance Portability and Accountability Act (HIPAA)
4-2-07	<b>REVISED</b> 10.22, Compliance and Ethics Line

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
4-2-07	<b>REVISED</b> 63.02, Out-of-Country Use of TTUHSC Vehicles
4-2-07	<b>REVISED</b> 63.10, Property Management
4-2-07	<b>NEW</b> 63.11, Disposal of Surplus, Obsolete, or Uneconomically Repairable Inventory
4-2-07	<b>REVISED</b> 70.11, Appointments to Non-Faculty Positions
4-2-07	<b>REVISED</b> 70.13, Workers' Compensation Insurance
4-2-07	<b>REVISED</b> 70.28, Exchange Visitor Program (J-1 Visa)
4-2-07	<b>NEW</b> 73.12, Possession and Use of Exempt Quantities of CDC Select-Agent Toxins
4-2-07	<b>REVISED</b> 75.02, TTUHSC Safety Committees
4-2-07	<b>REVISED</b> 75.09, General Laboratory Use Policy
4-2-07	<b>REVISED</b> 75.13, Shipment of Diagnostic and Infectious Materials
4-2-07	<b>REVISED</b> 75.14, Non-Employee Incident/Injury Procedures & Reporting
4-2-07	<b>REVISED</b> 75.15, Management of Claims Relating to Public Areas of HSC Facilities/Property (excluding clinics)
3-2-07	<b>REVISED</b> 01.02, Guidelines for the Establishment and Review of Institutes and Centers
3-2-07	<b>REVISED</b> 04.02, Audits and Reviews by External Auditors
3-2-07	<b>REVISED</b> 10.01, Operating Policies and Procedures for TTUHSC
3-2-07	<b>REVISED</b> 10.15, Americans with Disabilities Act
3-2-07	<b>REVISED</b> 50.02, TTUHSC Employees Indebted to the State of Texas
3-2-07	<b>REVISED</b> 57.01, Printing Center, Copy/Mail, Electronic Imaging and Mail Services
3-2-07	<b>REVISED</b> 61.03, Posting of Notices on TTUHSC Property
3-2-07	<b>REVISED</b> 61.06, Traffic and Parking Control Devices
3-2-07	<b>REVISED</b> 67.02, Communications, Advertising and News Media
3-2-07	<b>REVISED</b> 68.03, Tip and Gratuity Payments Received by Employees
3-2-07	<b>REVISED</b> 72.04, Equipment Purchased for Sponsored Federal Projects
3-2-07	<b>REVISED</b> 72.06, Leasing of Space and Facilities
3-2-07	<b>REVISED</b> 72.07, Lease Purchase of Equipment and Other Commodities
1-30-07	<b>REVISED</b> 01.01, Preparation of Agenda for Board of Regents' Meetings
1-30-07	<b>DELETED</b> (remove from binder) 10.18, Compliance Code of Conduct for Federal Healthcare Programs (Combined w/OPs 10.08 and 10.24)
1-30-07	<b>REVISED AND RENAMED</b> 50.03, Account Manager Designation and Responsibilities

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

<b>DATE</b>	<b>DESCRIPTION</b>
1-30-07	<b>REVISED</b> 60.09, Faculty Recruitment Procedure
1-30-07	<b>REVISED</b> 70.41, Drug and Alcohol Testing for Safety-Sensitive Positions Requiring a Commercial Drivers License
1-30-07	<b>REVISED AND RENAMED</b> 70.49, TTUHSC Exclusion List Verification Procedure for Employees
1-30-07	<b>REVISED</b> 70.50, Quality Service Awards for Non-Faculty Employees (Attachment A only)
1-30-07	<b>REVISED</b> 72.01, Purchasing Supplies, Equipment and Services
1-30-07	<b>REVISED</b> 72.02, Guidelines for Proprietary Purchasing
1-30-07	<b>REVISED</b> 72.03, Direct Pay Expenditures
1-30-07	<b>DELETED</b> (remove from binder) 72.12, Payments to Non-Resident Aliens for independent personal services
1-30-07	<b>REVISED</b> 72.15, Purchasing Card Program
1-30-07	<b>REVISED</b> 75.01, TTUHSC Safety Programs
1-30-07	<b>REVISED AND RENAMED</b> 75.04, Compliance with National Fire Protection Association (NFPA) Codes and Standards
1-30-07	<b>REVISED</b> 75.07, Elevator Usage
1-30-07	<b>REVISED</b> 75.08, Cardio-Pulmonary or Other Emergency Medical Response (Code Blue)
1-30-07	<b>REVISED</b> 75.12, TTUHSC Guidelines for Using N-95 Respirators
1-30-07	<b>REVISED</b> 76.02, Identification Badges
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12-22-06	<b>REVISED</b> 10.03, Alcohol and Illegal Drugs
12-22-06	<b>REVISED</b> 10.04, Publication of Institutional Mission and Vision Statements
12-22-06	<b>REVISED</b> 10.08, Ethics Policy
12-22-06	<b>NEW</b> 10.24, Non-Retaliation Policy
12-22-06	<b>NEW</b> 72.09, Expenditure Payments
12-22-06	<b>MOVED</b> 72.10, Prompt Payment Law Interest Paid (Moved from 50.33)
12-22-06	<b>NEW</b> 72.12, Payments to Nonresident Aliens for independent personal services
12-22-06	<b>REVISED</b> 75.06, Corridor Storage
12-22-06	<b>NEW</b> 77.13, Student Education Records
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11-22-06	<b>REVISED</b> 01.04, Use of Institutional Names for Private Business Purposes
11-22-06	<b>REVISED</b> 10.05, Information Privacy and Confidentiality Statements
11-22-06	<b>REVISED</b> 54.02, Contracting Procedures

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
11-22-06	<b>REVISED</b> 55.04, Cellular Telephone Policy
11-22-06	<b>REVISED</b> 61.04, The Interior Maintenance Planting Program
11-22-06	<b>REVISED</b> 68.02, Payroll Deduction Designated to Texas Tech for Charitable Contributions
11-22-06	<b>REVISED</b> 70.38, Employee Assistance Program
11-22-06	<b>REVISED</b> 70.54, Military Emergency Leave
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10-12-06	<b>REVISED</b> 10.02, Suspension of Classes and Closing of Offices in Emergency Situations
10-12-06	<b>REVISED</b> 10.06, Selection of Grover E. Murray Professorships
10-12-06	<b>REVISED</b> 10.11, Delegation of Authority by the President
10-12-06	<b>REVISED</b> 10.13, Selection of University Distinguished Professors
10-12-06	<b>REVISED</b> 50.04, MPIP Trust Fund Management
10-12-06	<b>REVISED</b> 61.08, Building Decorations and Decorative Materials
10-12-06	<b>REVISED</b> 63.06, Moving and Delivery Services
10-12-06	<b>REVISED</b> 70.20, Employment for Security-Sensitive Positions
10-12-06	<b>REVISED</b> 77.08, Student Travel Policy
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9-8-06	<b>REVISED</b> 50.18, Cost Transfers
9-8-06	<b>REVISED</b> 50.34, Residual Funds Derived from Drug Studies, Clinical Trials, Fixed-Price Contracts, and Investigator-Initiated Research
9-8-06	<b>REVISED</b> 61.10, Energy Conservation Program and Utility Review
9-8-06	<b>REVISED</b> 61.11, Advertising Methods for Construction Services Contracts
9-8-06	<b>REVISED</b> 61.13, Approval and Scheduling of Site Planning and Landscape Construction Projects
9-8-06	<b>REVISED</b> 61.16, Access to Building Equipment Rooms and Tunnels
9-8-06	<b>REVISED</b> 61.20, Approval and Scheduling of Design and Construction Projects
9-8-06	<b>REVISED</b> 61.25, Electronic or Keyless Locking Systems
9-8-06	<b>REVISED</b> 63.09, Storage Facilities
9-8-06	<b>REVISED</b> 67.01, Publication Guidelines
9-8-06	<b>REVISED</b> 70.02, Retirement
9-8-06	<b>REVISED</b> 70.43, Early Return-to-Work (ERTW) / Alternate and Light Duty Assignments
9-8-06	<b>REVISED</b> 72.11, Purchasing / Leasing Motor Vehicles
9-8-06	<b>REVISED</b> 75.03, Hazardous Material Incidents
9-8-06	<b>REVISED</b> 79.02, Travel Approvals and Notifications

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
9-8-06	<b>NEW</b> 79.03, Aircraft Piloted by TTUHSC Personnel on Official Business and Travel by Commercial or Charter Aircraft
8-11-06	<b>REVISED</b> 10.10, Reporting Non-Compliance or Fraud - Telephone Line
8-11-06	<b>REVISED</b> 10.16, Billing and Research Compliance
8-11-06	<b>REVISED</b> 50.32, Distance Learning and Off Campus Courses
8-11-06	<b>REVISED</b> 51.01, Equal Employment Opportunity Policy and Affirmative Action Plan
8-11-06	<b>REVISED</b> 63.01, TTUHSC Vehicle Rental
8-11-06	<b>REVISED</b> 70.50, Quality Service Awards for Non-Faculty Employees
8-11-06	<b>REVISED</b> 70.53, Correction of Information Collected by TTUHSC by Individuals
8-11-06	<b>REVISED</b> 72.03, Direct Pay Expenditures
8-11-06	<b>REVISED</b> 75.05, Contaminated-Suspect Equipment
8-11-06	<b>REVISED</b> 76.40, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
6-30-06	<b>REVISED</b> 01.07, Organization of TTUHSC
6-30-06	<b>REVISED</b> 60.03, Comprehensive Performance Evaluation of Tenured Faculty and Faculty Receiving Academic Promotions
6-30-06	<b>REVISED</b> 61.07, Use of TTUHSC Premises and Amplification Equipment
6-30-06	<b>REVISED</b> 68.01, Distribution of Payroll Checks
6-30-06	<b>REVISED</b> 70.07, Optional Retirement Program
6-30-06	<b>REVISED</b> 70.26, Insurance Coverage of Graduate Student Employees
6-30-06	<b>REVISED</b> 70.46, HIV/AIDS Policy for the Workplace
6-30-06	<b>REVISED</b> 72.13, Historically Underutilized Businesses
6-30-06	<b>REVISED</b> 72.15, Purchasing Card Program
6-30-06	<b>REVISED</b> 73.02, Transfer of Funds, Equipment, etc., to another Institution upon the Project Director Leaving TTUHSC
6-30-06	<b>REVISED</b> 75.16, Fire and Life Safety Policy
5-26-06	<b>REVISED</b> 01.03, Custodian of Public Records
5-26-06	<b>REVISED</b> 01.05, Delegation of Authority by the Chancellor
5-26-06	<b>REVISED</b> 02.08, Operation and Maintenance of Endowment Funds
5-26-06	<b>REVISED</b> 10.08, Ethics Policy

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
5-26-06	<b>REVISED</b> 10.14, Appointments to Academic Administrative Positions
5-26-06	<b>REVISED</b> 50.22, Tuition and Fees Installment Payment Options
5-26-06	<b>REVISED</b> 57.02, Guidelines for the Educational Use of Copyrighted Works
5-26-06	<b>REVISED</b> 61.23, TTUHSC Classroom Scheduling Policy
5-26-06	<b>REVISED</b> 63.04, Disposal of Motor Vehicles - Surplus Property
5-26-06	<b>REVISED</b> 63.07, Vehicles - Inscription and Painting
5-26-06	<b>REVISED</b> 65.07, Personnel Activity Reporting
5-26-06	<b>REVISED</b> 65.09, Monitoring Subrecipients
5-26-06	<b>REVISED</b> 70.39, Drug-Free Workplace Policy
5-26-06	<b>REVISED</b> 70.55, Consensual Relationships - Faculty, Staff and Residents
5-26-06	<b>REVISED</b> 70.56, Consensual Relationships - Faculty and Students
5-26-06	<b>REVISED</b> 73.01, Annual Review of Funded Projects
5-26-06	<b>NEW</b> 73.11, Research Involving Radioactive Material
5-26-06	<b>REVISED</b> 75.09, General Laboratory Use Policy
5-26-06	<b>REVISED AND RENAMED</b> 75.10, Biological and Chemical Hazards Policy for Research Facilities and Personnel
5-26-06	<b>REVISED</b> 75.11, Personnel Health and Medical Surveillance Policy
5-26-06	<b>REVISED</b> 76.30, Vehicle Registration
5-26-06	<b>REVISED</b> 76.32, Traffic and Parking Regulations
5-26-06	<b>REVISED</b> 76.34, Accidents Involving University Vehicles
5-26-06	<b>REVISED</b> 77.01, Admission
5-26-06	<b>REVISED</b> 77.03, Official Student Publication
5-26-06	<b>REVISED</b> 77.05, Suspension and Retention
5-26-06	<b>REVISED</b> 77.06, Texas Public Educational Grants
5-26-06	<b>REVISED</b> 77.07, Credit by Examination
4-21-06	<b>REVISED</b> 10.09, Records Retention
4-21-06	<b>REVISED</b> 50.04, MPIP Trust Fund Management
4-21-06	<b>REVISED</b> 50.05, Grant, Award, and Contract Billings
4-21-06	<b>REVISED</b> 50.07, Cash Collections
4-21-06	<b>REVISED</b> 50.08, Deposit Procedures

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

<b>DATE</b>	<b>DESCRIPTION</b>
4-21-06	<b>REVISED</b> 50.10, Endorsement Stamps and Endorsement of Checks
4-21-06	<b>REVISED</b> 50.12, Check Collections and Returned Checks
4-21-06	<b>REVISED</b> 50.13, Remittance of Unclaimed Property
4-21-06	<b>REVISED</b> 50.17, Charging Departments for Goods or Services
4-21-06	<b>REVISED</b> 50.20, Regional Campus Spot Purchase Petty Cash Funds
4-21-06	<b>REVISED</b> 50.21, Change Funds and Petty Cash Funds
4-21-06	<b>REVISED</b> 50.26, Completion of the Departmental Deposit Information Sheet (DDIS)
4-21-06	<b>REVISED AND RENAMED</b> 50.29, Use of Internal Purchase Funding Transfer
4-21-06	<b>REVISED</b> 50.31, Adoption and Sale of Textbooks and Related Materials
4-21-06	<b>REVISED</b> 50.35, Unidentified Receipts and Holding Account Maintenance
4-21-06	<b>REVISED</b> 60.01, Tenure and Promotion Policy
4-21-06	<b>NEW</b> 73.10, Faculty Laboratory Space Checkout Procedures
4-21-06	<b>REVISED AND RENAMED</b> 76.01, Emergency Management Guidelines
3-31-06	<b>REVISED AND RENAMED</b> 02.01, Office of Institutional Advancement Relationships and Responsibilities
3-31-06	<b>REVISED</b> 02.02, Solicitation of Gifts and Grants from Private Philanthropic Sources
3-31-06	<b>REVISED</b> 02.03, Acceptance of Gifts and Grants from Private Philanthropic Sources
3-31-06	<b>REVISED</b> 02.04, Processing, Management and Publicity of Gifts and Grants from Private Philanthropic Sources
3-31-06	<b>REVISED</b> 02.05, Confidentiality of Information on ADVANCE System
3-31-06	<b>REVISED</b> 02.06, Reporting of Gifts and Grants from Private Philanthropic Sources
3-31-06	<b>REVISED</b> 02.07, Disclosure of Conditional Gifts from Foreign Persons
3-31-06	<b>REVISED</b> 02.08, Operation and Maintenance of Endowment Funds
3-31-06	<b>REVISED</b> 02.09, Gifts of Securities
3-31-06	<b>REVISED</b> 10.18, Compliance Code of Conduct for Federal Healthcare Programs
3-31-06	<b>NEW</b> 10.23, Diversity and Multicultural Awards
3-31-06	<b>REVISED</b> 70.10, Non-Faculty Employee Complaint and Grievance Procedures
3-31-06	<b>REVISED</b> 70.41, Drug and Alcohol Testing for Safety-Sensitive Positions Requiring a Commercial Drivers License
3-31-06	<b>REVISED</b> 70.45, Tax Sheltered Annuity Program

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
3-31-06	<b>REVISED</b> 77.09, Cancellation of Students for Non-Payment of Tuition and Fees
2-28-06	<b>REVISED</b> 50.11, Alteration of Checks
2-28-06	<b>REVISED</b> 50.28, Debt Collection
2-28-06	<b>REVISED</b> 70.14, Sexual Harassment
2-28-06	<b>REVISED</b> 70.24, Creating a New Position in a Budget; Creating a New Position Title in the Pay Plan; and Reclassifying an existing Position Title
2-28-06	<b>REVISED</b> 70.36, Communicable and Transmittable Disease Control in the Employee Workforce
2-28-06	<b>REVISED</b> 70.44, Texa\$aver 457 Plan
2-28-06	<b>DELETED / COMBINED</b> 73.04 (REMOVE FROM BINDER), Research Involving Recombinant DNA (Combined with 73.05)
2-28-06	<b>REVISED AND RENAMED</b> 73.05, Research Involving Hazardous Chemical and Biological Materials, and Recombinant DNA
2-28-06	<b>REVISED</b> 73.09, Conflict of Interest in Research
2-28-06	<b>REVISED</b> 77.10, Student Payment Agreement
1-24-06	<b>REVISED</b> 60.04, Graduate Faculty Membership Criteria
1-24-06	<b>DELETED</b> 60.05 (REMOVE FROM BINDER), Certification of Non-HSC Student or Medical Student Requesting Graduate Teaching or Graduate Research Assistantships at TTUHSC
1-24-06	<b>REVISED</b> 70.40, Nursing Peer Review: SOM & CMHC
1-24-06	<b>REVISED</b> 79.01, Texas State Travel Management Program
1-24-06	<b>REVISED</b> 79.02, Travel Approvals and Notifications
1-24-06	<b>REVISED</b> 79.04, Foreign Travel
1-24-06	<b>REVISED</b> 79.05, Corporate Travel Credit Cards and Travel Advances
1-24-06	<b>REVISED</b> 79.06, Reimbursement of Travel Expenses
1-24-06	<b>REVISED</b> 79.07, Travel Expenses Incurred by Prospective Employees
1-24-06	<b>REVISED</b> 79.10, Reimbursement for Travel Expenses for Spouses
1-24-06	<b>REVISED</b> 79.11, Use of State Travel Card
12-23-05	<b>REVISED</b> 10.04, Publication of Institutional Mission and Vision Statements
12-23-05	<b>REVISED</b> 10.17, Health Insurance Portability and Accountability Act (HIPAA)
12-23-05	<b>NEW</b> 50.36, Sales Tax Collection
12-23-05	<b>REVISED</b> 72.15, Purchasing Card Program

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

<b>DATE</b>	<b>DESCRIPTION</b>
12-23-05	<b>REVISED</b> 77.11, Permanent Student Record
12-23-05	<b>NEW</b> 77.12, Religious Holy Day Observance and Need for Student Absence
11-21-05	<b>REVISED</b> 50.16, Changes to and Approval of Non-Mandatory Student Fees
11-21-05	<b>REVISED</b> 63.10, Property Management
11-21-05	<b>REVISED</b> 67.01, Publication Guidelines
11-21-05	<b>REVISED</b> 70.04, Pay Plan Revisions
11-21-05	<b>REVISED</b> 70.19, Exit Interview and Separation Checkout Procedures
11-21-05	<b>REVISED</b> 70.25, Longevity and Hazardous Duty Pay
11-21-05	<b>REVISED</b> 70.47, Employee Training and Development
11-21-05	<b>DELETED</b> 70.51, Employee Rewards Program ( <b>REMOVE FROM BINDER</b> )
11-21-05	<b>REVISED</b> 72.01, Purchasing Supplies, Equipment and Services
11-21-05	<b>REVISED</b> 72.04, Equipment Purchased for Sponsored Federal Projects
11-21-05	<b>NEW</b> 75.16, TTUHSC Fire and Life Safety Policy
10-31-05	<b>REVISED &amp; RENAMED</b> 04.01, Operation of the Office of Audit Services
10-31-05	<b>REVISED</b> 10.19, Tobacco-Free Environment Policy
10-31-05	<b>NEW</b> 10.22, Compliance and Ethics Line
10-31-05	<b>REVISED</b> 55.04, Cellular Telephone Policy
10-31-05	<b>REVISED</b> 61.04, Interior Maintenance Planting Program
10-31-05	<b>REVISED</b> 61.06, Traffic and Parking Control Devices
10-31-05	<b>REVISED</b> 61.09, Departmental Work Coordinators
10-31-05	<b>REVISED</b> 61.11, Advertising Methods for Construction Services Contracts
10-31-05	<b>REVISED</b> 61.17, Donated Furnishings and Interior Finish Materials - Design and Code Review
10-31-05	<b>REVISED</b> 61.19, Furniture, Floorcovering, Window Treatments, and Wallcovering - Requests for Interior Design Services
10-31-05	<b>REVISED</b> 61.20, Approval and Scheduling of Design and Construction Projects
10-31-05	<b>REVISED</b> 63.05, Central Shipping and Receiving
10-31-05	<b>REVISED</b> 73.08, Faculty Status Guidelines for Conducts of Clinical Research
9-30-05	<b>NEW</b> 10.21, Land Development
9-30-05	<b>REVISED</b> 50.12, Check Collections and Returned Checks

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
9-30-05	<b>REVISED</b> 55.02, Purchase of Telephone and Telephone Systems
9-30-05	<b>REVISED</b> 61.07, Use of TTUHSC Grounds, Facilities and Amplification Equipment
9-30-05	<b>REVISED AND RENAMED</b> 67.02, Communications, Advertising and New Media
9-30-05	<b>REVISED</b> 73.05, Research Involving Hazardous Chemical and Biological Materials
9-30-05	<b>REVISED</b> 73.07, Honesty in Research and Allegations of Scientific Misconduct
9-30-05	<b>REVISED</b> 75.02, TTUHSC Safety Committees
9-30-05	<b>REVISED</b> 75.09, General Laboratory Use Policy
9-30-05	<b>REVISED</b> 75.10, Laboratory Biohazards Policy for Research Facilities and Personnel
9-30-05	<b>REVISED</b> 75.11, Personnel Health and Medical Surveillance Policy
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9-16-05	<b>REVISED</b> 10.07, Reporting a Violation of Law
8-31-05	<b>NEW</b> 10.20, Criminal Background Checks for Students, Trainees and Residents
9-16-05	<b>REVISED</b> 50.03, Account Manager Designation and Signature Authority
9-16-05	<b>REVISED</b> 61.22, Installation of Cabling in TTUHSC Facilities
9-16-05	<b>REVISED</b> 70.05, Insurance and Other Benefits
9-16-05	<b>REVISED</b> 70.26, Insurance Coverage of Graduate Student Employees
9-16-05	<b>REVISED</b> 72.14, Contract Workforce Procedures
9-16-05	<b>REVISED</b> 73.03, Animal Care and Usage
9-16-05	<b>REVISED</b> 73.04, Research Involving Recombinant DNA
9-16-05	<b>REVISED</b> 73.06, Research Involving Human Subjects
9-16-05	<b>REVISED AND RENAMED</b> 76.02, Identification Badges
9-16-05	<b>REVISED</b> 76.41, Texas Tech Police
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8-22-05	<b>REVISED</b> 50.02, TTUHSC Employees Indebted to the State of Texas
8-22-05	<b>REVISED</b> 51.01, Equal Employment Opportunity Policy & Affirmative Action Plan
8-22-05	<b>REVISED</b> 60.08, Annual Renewal of Certain Faculty Employment Contracts
8-22-05	<b>REVISED</b> 63.01, TTUHSC Vehicle Rental
8-22-05	<b>REVISED</b> 63.03, Vehicle Fleet Management Program
8-22-05	<b>REVISED</b> 70.01, Leaves of Absence
8-22-05	<b>REVISED</b> 70.17, Overtime and Compensatory Time
8-22-05	<b>REVISED</b> 70.18, Multiple Employment

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
8-22-05	<b>REVISED</b> 70.32, Family and Medical Leave (F&ML)
8-22-05	<b>NEW</b> 70.39, Drug-Free Workplace Policy
8-22-05	<b>NEW</b> 70.55, Consensual Relationships - Faculty, Staff, and Residents
8-22-05	<b>NEW</b> 70.56, Consensual Relationships - Faculty and Students
8-22-05	<b>REVISED</b> 76.17, Bomb Threat Procedures
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7-20-05	<b>REVISED</b> 70.16, Compensation in Excess of Budgeted Salary
7-20-05	<b>REVISED</b> 70.27, Appointment of Student Employees
7-20-05	<b>REVISED</b> 70.30, Lump Sum Payment of Accrued Vacation Leave to Terminating Employees
7-20-05	<b>REVISED</b> 72.08, Independent Academic Services
7-20-05	<b>REVISED</b> 75.14, Non-Employee Incident/Injury Procedures & Reporting
7-20-05	<b>REVISED</b> 75.15, Management of Claims Relating to Public Areas of HSC Facilities/Property (excluding clinics)
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6-17-05	<b>REVISED</b> 50.03, Account Manager Designation and Signature Authority
6-17-05	<b>NEW</b> 50.04, MPIP Trust Fund Management
6-17-05	<b>REVISED</b> 50.05, Grant, Award, and Contract Billings
6-17-05	<b>REVISED</b> 50.06, Establishing and Operating Service Departments and Support Activities
6-17-05	<b>REVISED</b> 50.07, Cash Collections
6-17-05	<b>REVISED</b> 50.08, Deposit Procedures
6-17-05	<b>REVISED</b> 50.10, Endorsement Stamps and Endorsement of Checks
6-17-05	<b>REVISED</b> 50.13, Remittance of Unclaimed Property
6-17-05	<b>REVISED</b> 50.19, Use of the Accounting System and Services by Student and Other Organizations
6-17-05	<b>REVISED</b> 50.20, Regional Campus Spot Purchase Petty Cash Funds
6-17-05	<b>REVISED</b> 50.21, Change Funds and Petty Cash Funds
6-17-05	<b>REVISED</b> 50.26, Completion of the Departmental Deposit Information Sheet (DDIS)
6-17-05	<b>REVISED</b> 50.35, Unidentified Receipts and Holding Account Maintenance
6-17-05	<b>REVISED</b> 61.02, Remodeling Projects/Painting
6-17-05	<b>REVISED AND MOVED</b> 61.24, Control of Keys to Facilities (Moved from 76.03)
6-17-05	<b>REVISED AND MOVED</b> 61.25, Electronic or Keyless Locking Systems (Moved from 76.04)

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
6-17-05	<b>REVISED / RENAMED / MOVED</b> 61.26, Standardization of Door Hardware and Restricted Keyway Systems, Computerized Keying System and Key Identification Program (Moved from 76.06)
6-17-05	<b>REVISED</b> 65.01, Establishing Sponsored Program Accounts and Budgets
6-17-05	<b>REVISED</b> 70.21, Service Awards for TTUHSC Employees
6-17-05	<b>REVISED</b> 70.35, Employee Address List
6-17-05	<b>REVISED AND RENAMED</b> 75.08, Cardio-Pulmonary or other Emergency Medical Response (Code Blue)
6-17-05	<b>REVISED AND RENAMED</b> 75.12, TTUHSC Guidelines for Using N-95 Respirators
6-17-05	<b>DELETED/COMBINED</b> 76.07 (remove from binder), Computerized Keying System and Key ID Program for Locks (Combined with 61.26)
5-25-05	<b>REVISED</b> 01.07, Organization of TTUHSC
5-25-05	<b>REVISED</b> 10.05, Information Privacy and Confidentiality Statements
5-25-05	<b>REVISED</b> 50.27, Use of Private Consultants
5-25-05	<b>REVISED</b> 54.02, Contracting Procedures
5-25-05	<b>REVISED</b> 54.04, Professional Services - Contracting
5-25-05	<b>REVISED</b> 60.07, Prescriptive Activities by Physician Assistants or Advanced Practice Nurses
5-25-05	<b>REVISED</b> 60.10, Faculty Grievance Procedure
5-25-05	<b>REVISED</b> 75.01, TTUHSC Safety Programs
5-25-05	<b>REVISED</b> 75.04, Compliance with National Fire Protection Association Standards
5-25-05	<b>REVISED</b> 75.07, Elevator Usage
4-29-05	<b>REVISED</b> 10.04, Publication of Institutional Mission and Vision Statements
4-29-05	<b>REVISED</b> 10.18, Compliance Code of Conduct for Federal Healthcare Programs
4-29-05	<b>REVISED</b> 50.15, Notary Appointments
4-29-05	<b>REVISED</b> 65.02, Facilities and Administrative Cost Recovery Plan
4-29-05	<b>REVISED</b> 70.22, Employee Deaths
4-29-05	<b>REVISED</b> 70.28, Exchange Visitor Program (J-1 Visa)
4-29-05	<b>REVISED</b> 70.41, Drug and Alcohol Testing for Safety-Sensitive Positions Requiring a Commercial Drivers License
4-29-05	<b>REVISED</b> 72.05, Determination of Employee or Independent Contractor Status
4-29-05	<b>REVISED</b> 76.30, Vehicle Registration

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
4-29-05	<b>REVISED</b> 76.32, Traffic and Parking Regulations
4-29-05	<b>REVISED</b> 77.04, Student Fees
3-31-05	<b>REVISED</b> 54.01, Contracting and Budgetary Authorities and Policies
3-31-05	<b>REVISED</b> 60.06, Non-Native English Speaking Teaching Assistants and Faculty
3-31-05	<b>REVISED</b> 70.49, TTUHSC HHS Medicare/Medicaid Exclusion List Verification Procedure for Employees
3-31-05	<b>REVISED</b> 72.03, Direct Pay Expenditures
3-31-05	<b>REVISED</b> 72.15, Purchasing Card Program
3-31-05	<b>REVISED</b> 76.08, Violence and Workplace Threats
2-28-05	<b>REVISED AND RENAMED</b> 04.02, Audits and Reviews by External Auditors
2-28-05	<b>REVISED</b> 10.01, Operating Policies and Procedures for TTUHSC
2-28-05	<b>REVISED</b> 10.02, Suspension of Classes and Closing of Offices in Emergency Situations
2-28-05	<b>REVISED</b> 10.12, Emeritus Appointments
2-28-05	<b>REVISED</b> 50.02, TTUHSC Employees Indebted to the State of Texas
2-28-05	<b>REVISED AND RENAMED</b> 57.01, Printing Center, Copy/Mail, Electronic Imaging and Mail Services
2-28-05	<b>REVISED</b> 65.06, Contracts and Grants Made Directly to Individuals
2-28-05	<b>REVISED</b> 70.03, Employees Enrolling for Courses
2-28-05	<b>REVISED</b> 70.06, Employee Working Hours and Holidays
2-28-05	<b>REVISED</b> 70.08, Nepotism
2-28-05	<b>REVISED</b> 70.11, Appointments to Non-Faculty Positions
2-28-05	<b>REVISED</b> 70.13, Workers' Compensation Insurance
2-28-05	<b>REVISED</b> 70.15, Other Employment
2-28-05	<b>REVISED</b> 75.13, Shipment of Diagnostic and Infectious Materials
1-28-05	<b>REVISED</b> 10.04, Publication of Institutional Mission and Vision Statements
1-28-05	<b>REVISED</b> 10.17, Health Insurance Portability and Accountability Act (HIPAA)
1-28-05	<b>REVISED</b> 50.33, Prompt Payment Law Interest Paid
1-28-05	<b>REVISED</b> 55.04, Cellular Telephone Policy
1-28-05	<b>REVISED</b> 56.01, Use of Information Technology Resources

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
1-28-05	<b>REVISED</b> 61.06, Traffic and Parking Control Devices
1-28-05	<b>REVISED</b> 72.06, Leasing of Space and Facilities
1-28-05	<b>REVISED</b> 72.07, Lease Purchase of Equipment and Other Commodities
12-23-04	<b>NEW</b> 60.10, Faculty Grievance Procedure
12-23-04	<b>REVISED</b> 61.11, Advertising Methods for Construction Services Contracts
12-16-04	<b>REVISED</b> 10.15, Americans with Disabilities Act (ADA)
12-16-04	<b>REVISED</b> 50.29, Use of Transfer Vouchers
12-16-04	<b>REVISED</b> 54.01, Contracting and Budgetary Authorities and Policies
12-16-04	<b>REVISED</b> 60.03, Comprehensive Performance Evaluation of Tenured Faculty and Faculty Receiving Academic Promotions
12-16-04	<b>REVISED</b> 63.10, Property Management
12-16-04	<b>NEW</b> 68.03, Tip and Gratuity Payments Received by Employees
12-16-04	<b>REVISED</b> 70.12, Performance Management
12-16-04	<b>REVISED AND RENAMED</b> 70.31, Standards of Conduct, Discipline and Separation of Employees
12-16-04	<b>REVISED</b> 70.37, Salary Administration Policy
12-3-04	<b>REVISED</b> 01.01, Preparation of Agenda for Board of Regents' Meetings
12-3-04	<b>REVISED</b> 10.03, Alcohol and Illegal Drugs
12-3-04	<b>REVISED</b> 55.03, Directories of TTU, TTUHSC and Southwestern Bell Telephone Company
12-3-04	<b>NEW</b> 60.09, Faculty Recruitment Procedure
12-3-04	<b>REVISED</b> 61.01, Use of TTUHSC Facilities, Equipment, Supplies, and Services for Private Purposes Prohibited
12-3-04	<b>REVISED</b> 61.03, Posting of Notices on TTUHSC Property
12-3-04	<b>REVISED</b> 61.04, The Interior Maintenance Planting Program
12-3-04	<b>REVISED</b> 61.08, Building Decorations and Decorative Materials
12-3-04	<b>REVISED</b> 61.10, Energy Conservation Program and Utility Review
12-3-04	<b>REVISED</b> 61.13, Approval and Scheduling of Site Planning and Landscape Construction Projects
12-3-04	<b>REVISED</b> 61.16, Access to Building Equipment Rooms and Tunnels
12-3-04	<b>REVISED</b> 61.20, Approval and Scheduling of Design and Construction Projects
12-3-04	<b>REVISED</b> 70.20, Employment for Security-Sensitive Positions

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
12-3-04	<b>REVISED</b> 70.33, Personnel Action Form Due Dates
12-3-04	<b>REVISED</b> 70.43, Early Return-to-Work (ERTW)/Alternate and Light Duty Assignments
12-3-04	<b>REVISED</b> 75.03, Hazardous Material Incidents
12-3-04	<b>REVISED</b> 75.06, Corridor Storage
12-3-04	<b>REVISED</b> 76.04, Electronic or Keyless Locking Systems
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10-29-04	<b>REVISED</b> 10.11, Delegation of Authority by the President
10-29-04	<b>REVISED</b> 10.13, Selection of University Distinguished Professors
10-29-04	<b>REVISED</b> 54.03, Use of "TTUHSC" Name for Private Business Purposes and Licensing: Use of Indicia, Logographics and Symbols
10-29-04	<b>DELETED</b> 65.05, Grant-Related Income (REMOVE FROM BINDER)
10-29-04	<b>REVISED AND RENAMED</b> 65.09, Monitoring Subrecipients
10-29-04	<b>REVISED</b> 70.19 ( <b>Attachment C only</b> ), Separation Checkout Procedures form
10-29-04	<b>REVISED</b> 70.38, Employee Assistance Program
10-29-04	<b>REVISED</b> 70.47, Employee Training and Development
10-29-04	<b>REVISED</b> 72.01, Purchasing Supplies, Equipment and Services
10-29-04	<b>REVISED</b> 72.11, Purchasing/Leasing Motor Vehicles
10-29-04	<b>REVISED</b> 73.09 ( <b>Attachment A only</b> ), Financial Disclosure for Research Proposal form
10-29-04	<b>REVISED</b> 77.08, Student Travel Policy
10-29-04	<b>REVISED</b> 79.07, Travel Expenses Incurred by Prospective Employees
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9-22-04	<b>REVISED</b> 01.07, Organization of TTUHSC
9-22-04	<b>REVISED</b> 02.01, Office of Development Relationships and Responsibilities
9-22-04	<b>REVISED</b> 02.02, Solicitation of Gifts and Grants from Private Philanthropic Sources
9-22-04	<b>REVISED</b> 02.03, Acceptance of Gifts and Grants from Private Philanthropic Sources
9-22-04	<b>REVISED</b> 02.04, Processing, Management, and Publicity of Gifts and Grants from Private Philanthropic Sources
9-22-04	<b>REVISED</b> 02.05, Confidentiality of Information on ADVANCE System
9-22-04	<b>REVISED</b> 02.06, Reporting of Gifts and Grants from Private Philanthropic Sources
9-22-04	<b>REVISED</b> 02.07, Disclosure of Conditional Gifts from Foreign Persons
9-22-04	<b>REVISED</b> 02.08, Operation and Maintenance of Endowment Funds
9-22-04	<b>REVISED</b> 02.09, Gifts of Securities

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
9-22-04	<b>REVISED</b> 10.06, Selection of Grover E. Murray Professorships
9-22-04	<b>REVISED</b> 75.05, Contaminated-Suspect Equipment
9-22-04	<b>REVISED AND RENAMED</b> 76.40, <i>Jeanne Clery</i> Disclosure of Campus Security Policy and Campus Crime Statistics Act
9-3-04	<b>REVISED</b> 50.34, Residual Funds Derived from Drug Studies, Clinical Trials, Fixed-Price Contracts, and Investigator-Initiated Research
9-3-04	<b>REVISED</b> 51.01, Affirmative Action and Equal Employment Opportunity Policy
9-3-04	<b>NEW</b> 61.23, TTUHSC Classroom Scheduling Policy
9-3-04	<b>REVISED</b> 63.06, Moving and Delivery Services
9-3-04	<b>REVISED</b> 63.09, Storage Facilities
9-3-04	<b>REVISED AND RENAMED</b> 65.07, Personnel Activity Reporting
9-3-04	<b>REVISED</b> 70.02, Retirement
9-3-04	<b>REVISED</b> 70.37, Salary Administration Policy
9-3-04	<b>REVISED</b> 72.05, Determination of Employee or Independent Contractor Status
9-3-04	<b>REVISED</b> 76.02, Employee Identification Badges
9-3-04	<b>REVISED</b> 76.05, Abandoned Personal Property
9-3-04	<b>REVISED</b> 76.10, Animals in Texas Tech Buildings
8-13-04	<b>REVISED</b> 10.08, Ethics Policy
8-13-04	<b>REVISED AND RENAMED</b> 10.14, Appointments to Academic Administrative Positions
8-13-04	<b>DELETED (Remove from binder)</b> 50.09, Deposit of Private Gifts, Grants and Agreements
8-13-04	<b>REVISED</b> 50.17, Charging Departments for Goods or Services
8-13-04	<b>REVISED AND RENAMED</b> 50.18, Cost Transfers
8-13-04	<b>REVISED</b> 50.24, Distribution of Interest Earnings
8-13-04	<b>REVISED</b> 50.32, Distance Learning and Off Campus Courses
8-13-04	<b>REVISED</b> 51.01, Affirmative Action and Equal Employment Opportunity Policy
8-13-04	<b>REVISED</b> 60.03, Comprehensive Performance Evaluation of Tenured Faculty and Faculty Receiving Academic Promotions
8-13-04	<b>REVISED</b> 60.04, Graduate Faculty Membership Criteria
8-13-04	<b>REVISED</b> 63.01, TTUHSC Vehicle Rental
8-13-04	<b>REVISED</b> 70.01, Leaves of Absence

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
8-13-04	<b>REVISED</b> 70.20, Employment for Security-Sensitive Positions
8-13-04	<b>REVISED</b> 70.50, Quality Service Awards for Non-Faculty Employees
8-13-04	<b>NEW</b> 73.09, Conflict of Interest in Research
7-23-04	<b>REVISED AND RENAMED</b> 10.16, Billing and Research Compliance
7-23-04	<b>REVISED</b> 55.01, Telephone Calling Cards
7-23-04	<b>REVISED</b> 70.14, Sexual Harassment
7-15-04	<b>REVISED</b> 72.03, Direct Pay Expenditures
7-23-04	<b>REVISED</b> 72.14, Contract Workforce Procedures
6-30-04	<b>REVISED</b> 01.05, Delegation of Authority by the Chancellor
6-30-04	<b>REVISED</b> 10.10, Reporting Non-Compliance or Fraud - Telephone Line
6-30-04	<b>REVISED</b> 10.11, Delegation of Authority by the President
6-30-04	<b>REVISED AND RENAMED</b> 50.07, Cash Collections
6-30-04	<b>REVISED</b> 50.12, Check Collections and Handling of Returned Checks
6-30-04	<b>REVISED</b> 50.22, Tuition and Fees Installment Payment Options
6-30-04	<b>REVISED</b> 57.02, Guidelines for the Educational Use of Copyrighted Works
6-30-04	<b>REVISED</b> 70.07, Optional Retirement Program
6-30-04	<b>REVISED</b> 70.26, Insurance Coverage of Graduate Student Employees
6-30-04	<b>REVISED</b> 70.45, Tax Sheltered Annuity Program
6-30-04	<b>REVISED</b> 70.46, HIV/AIDS Policy for the Workplace
6-30-04	<b>REVISED</b> 72.13, Historically Underutilized Businesses
6-30-04	<b>REVISED</b> 73.01, Annual review of Funded Projects
6-30-04	<b>REVISED</b> 73.02, Transfer of Funds, Equipment, etc. to Another Institution upon the Project Director Leaving TTUHSC
6-30-04	<b>REVISED</b> 77.01, Admission
6-30-04	<b>REVISED</b> 77.03, Official Student Publications
6-30-04	<b>REVISED</b> 77.04, Student Fees
6-30-04	<b>REVISED</b> 77.05, Suspension and Retention
6-30-04	<b>REVISED</b> 77.06, Texas Public Educational Grants
6-30-04	<b>REVISED</b> 77.07, Credit by Examination

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
5-18-04	<b>REVISED</b> 50.05, Grant, Award and Contract Billings
5-18-04	<b>REVISED</b> 50.06, Establishing and Operating Service Departments and Support Activities
5-18-04	<b>REVISED AND RENAMED</b> 50.08, Deposit Procedures
5-18-04	<b>REVISED</b> 50.10, Endorsement Stamps and Endorsement of Checks
5-18-04	<b>REVISED</b> 50.13, Remittance of Unclaimed Property
5-18-04	<b>REVISED</b> 50.20, Regional Campus Spot Purchase Petty Cash Funds
5-18-04	<b>REVISED</b> 50.21, Change Funds and Petty Cash Funds
5-18-04	<b>REVISED</b> 50.26, Completion of the Departmental Deposit Information Sheet (DDIS)
5-18-04	<b>REVISED</b> 50.31, Adoption and Sale of Textbooks and Related Materials
5-18-04	<b>REVISED</b> 50.35, Unidentified Receipts and Holding Account Maintenance
5-18-04	<b>REVISED</b> 63.04, Disposal of Motor Vehicles - Surplus Property
5-18-04	<b>REVISED</b> 63.07, Vehicles - Inscription and Painting
5-18-04	<b>DELETED</b> (remove from binder) 70.34, Employee Incentive Program (covered by 70.51)
5-18-04	<b>REVISED</b> 70.40, Nursing Peer Review: SOM & CMHC
5-18-04	<b>NEW</b> 70.54, Military Emergency Leave
5-18-04	<b>REVISED</b> 72.01, Purchasing Supplies, Equipment and Services
5-18-04	<b>REVISED</b> 72.02, Guidelines for Proprietary Purchasing
5-18-04	<b>REVISED</b> 76.11, Hunting on Texas Tech Property
5-18-04	<b>REVISED</b> 76.34, Accidents Involving Texas Tech Vehicles
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4-23-04	<b>REVISED</b> 60.01, Tenure and Promotion Policy
4-23-04	<b>REVISED</b> 60.02, Faculty Development Leave of Absence
4-23-04	<b>REVISED</b> 70.08, Nepotism
4-23-04	<b>REVISED</b> 70.10, Non-Faculty Employee Complaint and Grievance Procedures
4-23-04	<b>REVISED</b> 76.32, TTUHSC Traffic and Parking Regulations
4-23-04	<b>REVISED</b> 77.09, Cancellation of Students for Non-Payment of Tuition and Fees
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3-18-04	<b>REVISED &amp; MOVED</b> 10.19, Tobacco-Free Environment Policy
3-18-04	<b>REVISED</b> 50.28, Debt Collection
3-18-04	<b>REVISED</b> 68.02, Payroll Deduction Designated to Texas Tech for Charitable Contributions

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
3-18-04	<b>REVISED</b> 70.24, Creating a New Position in a Budget; Creating a New Position Title in the Pay Plan; and Reclassifying an Existing Position Title
3-18-04	<b>REVISED</b> 70.36, Communicable and Transmittable Disease Control in the Employee Workforce
2-25-04	<b>REVISED &amp; MOVED</b> 72.15, Purchasing Card Program (moved from 50.30)
3-18-04	<b>REVISED</b> 76.23, Employee Training and Procedures for Handling Armed Robbery Incidents
3-18-04	<b>REVISED</b> 77.10, Student Payment Agreement
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2-12-04	<b>NEW</b> 10.04, Publication of Institutional Mission Statement
2-12-04	<b>REVISED &amp; MOVED</b> 10.18, Compliance Code of Conduct for Federal Healthcare Programs (moved from 70.52)
2-12-04	<b>REVISED &amp; RENAMED</b> 60.05, Certification of Non-HSC Student or Medical Student Requesting Graduate Teaching or Graduate Research Assistantships at TTUHSC
2-12-04	<b>REVISED</b> 68.01, Distribution of Payroll Checks
2-12-04	<b>REVISED</b> 70.14, Sexual Harassment
2-12-04	<b>REVISED</b> 70.44, Texa\$aver 457 Plan
2-12-04	<b>REVISED</b> 70.45, Tax Sheltered Annuity Program
1-23-04	<b>NEW</b> 73.08, Faculty Status Guidelines for Conduct of Clinical Research
2-12-04	<b>REVISED &amp; RENAMED</b> 75.14, Non-Employee Incident/Injury Procedures and Reporting
2-12-04	<b>NEW</b> 77.11, Permanent Student Record
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1-15-04	<b>REVISED</b> 10.17, Health Insurance Portability and Accountability Act (HIPAA)
1-15-04	<b>REVISED</b> 70.41, Drug and Alcohol Testing for Safety-Sensitive Positions Requiring a Commercial Drivers License
1-15-04	<b>REVISED</b> 79.01, Texas State Travel Management Program
1-15-04	<b>REVISED AND RENAMED</b> 79.02, Travel Approvals and Notifications
1-15-04	<b>DELETED</b> 79.03, Blanket Travel Applications
1-15-04	<b>REVISED</b> 79.04, Foreign Travel
1-15-04	<b>REVISED</b> 79.05, Corporate Travel Credit Cards and Travel Advances
1-15-04	<b>REVISED</b> 79.06, Reimbursement of Travel Expenses
1-15-04	<b>REVISED</b> 79.07, Travel Expenses Incurred by Prospective Employees
1-15-04	<b>DELETED/COMBINED</b> 79.08, Motor Vehicle Travel Within 100-Mile Radius of Headquarters (Combined with HSC OP 79.06)
1-15-04	<b>DELETED</b> 79.09, Travel Encumbrance Release

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
1-15-04	<b>REVISED</b> 79.10, Reimbursement for Travel Expenses for Spouses
1-15-04	<b>REVISED</b> 79.11, Use of State Travel Card
12-12-03	<b>REVISED</b> 01.02, Guidelines for the Establishment and Review of Institutes and Centers
12-22-03	<b>REVISED</b> 61.06, Traffic and Parking Control Devices
12-22-03	<b>REVISED</b> 63.03, Vehicle Fleet Management Program
12-22-03	<b>REVISED</b> 63.10, Property Management
12-22-03	<b>REVISED</b> 70.04, Pay Plan Revisions
12-22-03	<b>REVISED</b> 70.11, Appointments to Non-Faculty Positions
11-20-03	<b>REVISED</b> 61.05, Freestanding Exterior Signs
11-20-03	<b>REVISED</b> 61.11, Advertising Methods for Construction Services Contracts
11-20-03	<b>REVISED</b> 70.19, Exit Interview and Separation Checkout Procedures
11-20-03	<b>REVISED</b> 70.25, Longevity and Hazardous Duty Pay
11-20-03	<b>REVISED</b> 70.47, Employee Training and Development
11-20-03	<b>REVISED AND MOVED</b> 72.05, Determination of Employee or Independent Contractor Status (moved from OP 50.25)
11-20-03	<b>REVISED</b> 72.14, Contract Workforce Procedures
11-20-03	<b>REVISED</b> 76.15, Severe Weather Warning and Alert Systems
10-31-03	<b>REVISED</b> 01.07, Organization of TTUHSC
10-31-03	<b>REVISED</b> 10.11, Delegation of Authority by the President
10-31-03	<b>REVISED</b> 54.02, Contracting Procedures
10-31-03	<b>REVISED</b> 55.04, Cellular Telephone Policy
10-31-03	<b>REVISED</b> 61.04, The Interior Maintenance Planting Program
10-31-03	<b>REVISED</b> 76.17, Bomb Threat Procedures
10-31-03	<b>REVISED</b> 76.42, Flying of Flags
9-30-03	<b>REVISED</b> 57.01, Printing Center, Swift Print-Copy/Mail, Electronic Imaging & Mail Services
9-30-03	<b>REVISED AND RENAMED</b> 61.07, Use of TTUHSC Premises and Amplification Equipment
9-30-03	<b>REVISED</b> 70.01, Leaves of Absence
9-30-03	<b>REVISED</b> 70.05, Insurance and Other Benefits

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
9-30-03	<b>DELETED/COMBINED</b> 70.09, Requests for Sick Leave Exceptions (combined with 70.01)
9-1-03	<b>REVISED</b> 70.13, <u>ATTACHMENT E ONLY</u> , Workers Compensation Insurance
9-30-03	<b>REVISED</b> 70.26, Insurance Coverage of Graduate Student Employees
9-30-03	<b>REVISED</b> 75.12, TTUHSC Respiratory Protection for <i>M. Tuberculosis</i>
9-30-03	<b>NEW</b> 75.15, Management of Claims Relating to Public Areas of HSC Facilities/Property (excluding clinics)
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9-15-03	<b>REVISED</b> 10.02, Suspension of Classes and Closing of Offices in Emergency Situations
9-15-03	<b>REVISED AND RENAMED</b> 10.05, Information Privacy and Confidentiality Statements
9-15-03	<b>REVISED</b> 10.06, Selection of Grover E. Murray Professorships
9-15-03	<b>REVISED</b> 10.07, Reporting a Violation of Law
9-15-03	<b>REVISED</b> 61.09, Departmental Work Coordinators
9-15-03	<b>REVISED</b> 61.15, Approval of the Erection of Temporary or Permanent Structures on TTUHSC Grounds or Buildings
9-15-03	<b>REVISED</b> 61.17, Donated Furnishings & Interior Finish Materials - Design & Code Review
9-15-03	<b>REVISED</b> 61.19, Furniture, Floorcovering, Window Treatments and Wallcovering - Requests for Interior Design Services
9-15-03	<b>REVISED</b> 61.20, Approval and Scheduling of Design and Construction Projects
9-15-03	<b>REVISED</b> 61.22, Installation of Cabling in TTUHSC Facilities
9-15-03	<b>REVISED</b> 63.05, Central Shipping and Receiving
9-15-03	<b>REVISED</b> 70.17, Overtime and Compensatory Time
9-15-03	<b>REVISED</b> 75.01, TTUHSC Safety Programs
9-15-03	<b>REVISED</b> 75.10, Laboratory Biohazards Policy for Research Facilities & Personnel
9-15-03	<b>NEW</b> 75.14, Non-Employee Accident/Incident Procedures & Reporting
9-15-03	<b>REVISED</b> 76.02, Employee Identification Badges
9-15-03	<b>REVISED</b> 76.06, Standardization of Door Hardware & Restricted Keyway Systems
9-15-03	<b>REVISED</b> 76.41, Texas Tech Police
9-15-03	<b>REVISED</b> 76.42, Flying of Flags
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8-15-03	<b>REVISED</b> 51.01, Affirmative Action and Equal Employment Opportunity Policy
8-15-03	<b>REVISED</b> 60.08, Annual Renewal of Certain Faculty Employment Contracts
8-15-03	<b>REVISED</b> 63.01, TTUHSC Vehicle Rental

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
8-15-03	<b>REVISED</b> 70.16, Compensation in Excess of Budgeted Salary
8-15-03	<b>REVISED</b> 70.18, Multiple Employment
8-15-03	<b>REVISED</b> 70.30, Lump Sum Payment of Accrued Vacation Leave to Termination Employees
8-15-03	<b>REVISED</b> 75.12, TTUHSC Respiratory Protection for <i>M. Tuberculosis</i>
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7-11-03	<b>REVISED</b> 50.15, Notary Appointments
7-11-03	<b>REVISED</b> 50.24, Distribution of Interest Earnings
7-11-03	<b>REVISED</b> 63.02, Out-of-Country Use of TTUHSC Vehicles
7-11-03	<b>REVISED</b> 65.01, Establishing Sponsored Program Accounts/Budgets
7-11-03	<b>REVISED</b> 70.10, Non-Faculty Employee Complaint and Grievance Procedures
7-11-03	<b>REVISED</b> 70.22, Employee Deaths
7-11-03	<b>REVISED</b> 70.51, Employee Rewards Program
7-11-03	<b>REVISED AND MOVED</b> 72.03, Direct Pay Expenditures (moved from 50.04)
7-11-03	<b>REVISED</b> 72.08, Independent Academic Services
7-11-03	<b>REVISED</b> 75.02, TTUHSC Safety Committees
7-11-03	<b>REVISED</b> 75.11, Personnel Health and Medical Surveillance Policy for TTUHSC
7-11-03	<b>REVISED</b> 76.30, Vehicle Registration
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6-6-03	<b>REVISED</b> 50.01, Extension of State Credit
6-6-03	<b>REVISED</b> 50.12, Check Collections and Handling of Returned Checks
6-6-03	<b>REVISED AND RENAMED</b> 50.19, Use of the Accounting System and Services by Student and Other Organizations
6-6-03	<b>REVISED</b> 50.27, Use of Private Consultants
6-6-03	<b>REVISED</b> 54.02, Contracting Procedures
6-6-03	<b>REVISED</b> 54.04, Professional Services - Contracting
6-6-03	<b>REVISED</b> 60.07, Prescriptive Activities by Physicians Assistants or Advanced Practice Nurses
6-6-03	<b>REVISED</b> 70.21, Service Awards for TTUHSC Employees
6-6-03	<b>REVISED</b> 70.32, Family and Medical Leave Act (F&ML)
6-6-03	<b>REVISED</b> 70.35, Employee Address List
6-6-03	<b>REVISED</b> 70.50, Quality Service Awards for Non-Faculty Employees
6-6-03	<b>REVISED</b> 73.03, Animal Care and Usage

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

<b>DATE</b>	<b>DESCRIPTION</b>
6-6-03	<b>REVISED</b> 73.04, Research Involving Recombinant DNA
6-6-03	<b>REVISED</b> 73.05, Research Involving Hazardous Chemical and Biological Materials
6-6-03	<b>REVISED</b> 73.06, Research Involving Human Subjects
6-6-03	<b>REVISED</b> 75.09, General Laboratory Use Policy
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5-12-03	<b>REVISED AND RENAMED</b> 50.06, Establishing and Operating Service Departments or Support Activities
5-12-03	<b>REVISED AND RENAMED</b> 50.07, Proper Handling of Cash Collections
5-12-03	<b>REVISED AND RENAMED</b> 50.08, Secondary Depository Procedures
5-12-03	<b>REVISED AND RENAMED</b> 50.10, Endorsement Stamps and Endorsement of Checks
5-12-03	<b>REVISED AND RENAMED</b> 50.17, Charging Departments for Goods or Services
5-12-03	<b>REVISED AND RENAMED</b> 50.20, Regional Campus Spot Purchase Petty Cash Fund
5-12-03	<b>REVISED</b> 50.21, Change Funds and Petty Cash Funds
5-12-03	<b>REVISED</b> 54.01, Contracting and Budgetary Authorities and Policies
5-12-03	<b>REVISED</b> 55.02, Purchase of Telephones and Telephone Systems
5-12-03	<b>REVISED</b> 60.02, Faculty Development Leave of Absence
5-12-03	<b>REVISED</b> 61.02, Remodeling Projects/Painting
5-12-03	<b>REVISED</b> 65.02, Facilities and Administrative Cost Recovery Plan
5-12-03	<b>REVISED</b> 75.08, Cardio-Pulmonary Arrest Response (Code Blue)
5-12-03	<b>REVISED</b> 76.32, TTUHSC Traffic and Parking Regulations
5-12-03	<b>REVISED</b> 76.37, Service Vehicle Parking
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4-10-03	<b>REVISED AND RENAMED</b> 50.03, Account Manager Designation and Signature Authority
4-10-03	<b>REVISED AND MOVED</b> 50.05, Grant, Award and Contract Billings (was OP 54.05)
4-10-03	<b>REVISED</b> 50.13, Remittance of Unclaimed Property
4-10-03	<b>REVISED</b> 50.26, Completion of the Departmental Deposit Information Sheet
4-10-03	<b>REVISED</b> 50.35, Unidentified Receipts and Holding Account Maintenance
4-10-03	<b>REVISED</b> 60.06, Non-Native English Speaking Teaching Assistants and Faculty
4-10-03	<b>REVISED</b> 67.02, News and Publications Bureaus
4-10-03	<b>REVISED</b> 70.06, Employee Working Hours and Holidays
4-10-03	<b>REVISED</b> 70.08, Nepotism

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
4-10-03	<b>REVISED</b> 70.10, Non Faculty Employee Complaint and Grievance Procedures
4-10-03	<b>REVISED</b> 70.12, Performance Management
4-10-03	<b>REVISED</b> 70.13, Workers' Compensation Insurance
4-10-03	<b>REVISED</b> 70.15, Other Employment
4-10-03	<b>REVISED</b> 70.31, Standards of Conduct, Discipline & Separations for Non-Faculty Personnel
4-10-03	<b>REVISED</b> 70.37, Salary Administration Policy
4-10-03	<b>REVISED</b> 73.07, Honesty in Research and Allegations of Scientific Misconduct
4-10-03	<b>REVISED</b> 76.08, Violence and Workplace Threats
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3-10-03	<b>REVISED</b> 10.01, Operating Policies and Procedures for TTUHSC
3-10-03	<b>REVISED</b> 50.14, Prohibition of Gift of Public Moneys
3-10-03	<b>REVISED</b> 50.30, Purchasing Card Program
3-10-03	<b>REVISED</b> 65.06, Contracts and Grants Made Directly to Individuals
3-10-03	<b>REVISED</b> 70.03, Employees Enrolling for Courses
3-10-03	<b>REVISED</b> 70.11, Appointments to Non-Faculty Positions
3-10-03	<b>REVISED</b> 70.27, Appointment of Student Employees
3-10-03	<b>REVISED</b> 70.51, Employee Rewards Program
3-10-03	<b>REVISED</b> 75.07, Elevator Usage
3-10-03	<b>REVISED</b> 75.13, Shipment of Diagnostic and Infectious Materials
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2-10-03	<b>NEW</b> 10.17, Health Insurance Portability and Accountability Act (HIPAA)
2-10-03	<b>REVISED</b> 56.01, Use of Information Technology Utilization Resources
2-10-03	<b>REVISED</b> 57.01, Printing Center, Swift Print-Copy/Mail, Electronic Imaging and Mail Services
2-10-03	<b>REVISED</b> 70.28, Exchange Visitor Program (J-1 Visa)
2-10-03	<b>REVISED</b> 72.06, Leasing of Space and Facilities
2-10-03	<b>REVISED</b> 77.09, Cancellation of Students for Non-Payment of Tuition and Fees
2-10-03	<b>NEW</b> 77.10, Student Payment Agreement
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1-15-03	<b>REVISED</b> 50.02, TTUHSC Employees Indebted to the State of Texas
1-15-03	<b>REVISED</b> 50.33, Prompt Payment Law Interest Paid
1-15-03	<b>REVISED</b> 70.33, Personnel Action Form Due Dates

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
1-15-03	<b>REVISED</b> 70.41, Drug and Alcohol Testing for Safety-Sensitive Positions Requiring a Commercial Drivers License
1-15-03	<b>REVISED AND RENAMED</b> 70.44, TexaSaver 457 Plan (formerly Deferred Compensation Plan)
1-15-03	<b>REVISED</b> 70.49, TTUHSC HHS Medicare/Medicaid Exclusion List Verification Procedure for Employees
1-15-03	<b>REVISED</b> 70.51, Employee Rewards Program
1-15-03	<b>REVISED</b> 70.52, Compliance Code of Conduct for Federal Healthcare Programs
1-15-03	<b>REVISED</b> 72.07, Lease Purchase of Equipment and Other Commodities
1-15-03	<b>REVISED</b> 75.04, Compliance with National Fire Protection Association Standards
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11-27-02	<b>REVISED</b> 01.04, Use of Institutional Names for Private Business Purposes
11-27-02	<b>NEW</b> 02.09, Gifts of Securities
11-27-02	<b>REVISED</b> 10.03, Alcohol and Illegal Drugs
11-27-02	<b>REVISED</b> 10.09, Records Retention
11-27-02	<b>REVISED</b> 10.15, Americans with Disabilities Act (ADA)
11-27-02	<b>REVISED</b> 61.03, Posting of Notices on TTUHSC Property
11-27-02	<b>REVISED</b> 61.04, The Interior Maintenance Planting Program
11-27-02	<b>REVISED</b> 61.06, Traffic and Parking Control Devices
11-27-02	<b>REVISED</b> 75.06, Corridor Storage
11-27-02	<b>REVISED</b> 77.05, Suspension and Retention
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10-28-02	<b>REVISED</b> 01.01, Preparation of Agenda for Board of Regents' Meetings
10-28-02	<b>REVISED</b> 04.02, State Auditor's Audit Exceptions and Exit Conference
10-28-02	<b>REVISED</b> 10.02, Suspension of Classes and Closing of Offices in Emergency Situations
10-28-02	<b>REVISED</b> 10.06, Selection of Grover E. Murray Professorships
10-28-02	<b>REVISED</b> 10.13, Selection of University Distinguished Professors
10-28-02	<b>REVISED</b> 55.01, Telephone Calling Cards
10-28-02	<b>REVISED</b> 55.03, Directories of TTU, TTUHSC and Southwestern Bell Telephone Company
10-28-02	<b>REVISED</b> 55.04, Cellular Telephone Policy
10-28-02	<b>REVISED</b> 60.03, <u>ATTACHMENT B ONLY</u> , Comprehensive Performance Evaluation of Tenured Faculty and Faculty Receiving Academic Promotions
10-28-02	<b>REVISED</b> 61.07, Use of TTUHSC Grounds, Facilities and Amplification Equipment

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

<b>DATE</b>	<b>DESCRIPTION</b>
10-28-02	<b>REVISED</b> 70.20, Employment for Security-Sensitive Positions
10-28-02	<b>REVISED</b> 70.38, Employee Assistance Program
10-28-02	<b>REVISED</b> 76.02, Employee Identification Badges
10-28-02	<b>DELETED/COMBINED</b> 77.02, Military Recruitment and Activity ( <b>combined with 61.07, Use of TTUHSC Grounds, Facilities and Amplification Equipment</b> )
9-30-02	<b>REVISED</b> 50.09, Deposit of Private Gifts, Grants and Agreements
9-30-02	<b>REVISED AND RENAMED</b> 50.12, Check Collections and Handling of Returned Checks
9-30-02	<b>REVISED</b> 50.30, Purchasing Card Program
9-30-02	<b>REVISED</b> 61.08, Building Decorations and Decorative Materials
9-30-02	<b>REVISED</b> 61.10, Energy Conservation Program and Utility Review
9-30-02	<b>REVISED</b> 61.13, Approval and Scheduling of Site Planning & Landscape Construction Projects
9-30-02	<b>REVISED</b> 61.16, Access to Building Equipment Rooms and Tunnels
9-30-02	<b>REVISED</b> 61.20, Approval and Scheduling of Design and Construction Projects
9-30-02	<b>REVISED</b> 63.06, Moving and Delivery Services
9-30-02	<b>REVISED</b> 63.09, Storage Facilities
9-30-02	<b>REVISED</b> 67.01, Publication Guidelines
9-30-02	<b>REVISED</b> 70.02, Retirement
9-30-02	<b>REVISED</b> 72.11, Purchasing/Leasing Motor Vehicles
9-30-02	<b>REVISED</b> 75.03, Hazardous Material Incidents
9-30-02	<b>REVISED</b> 76.04, Electronic or Keyless Locking Systems
9-30-02	<b>REVISED</b> 76.07, Computerized Keying System and Key Identification Program for Locks
8-27-02	<b>REVISED</b> 50.04, Direct Pay Expenditures
8-27-02	<b>REVISED</b> 51.01, Affirmative Action and Equal Employment Opportunity Policy
8-27-02	<b>REVISED</b> 63.10, <u>ATTACHMENT C ONLY</u> , Property Management
8-27-02	<b>REVISED</b> 70.01, <u>ATTACHMENT B ONLY</u> , TTUHSC Leave Policy
8-27-02	<b>REVISED</b> 70.07, Optional Retirement Program
8-27-02	<b>REVISED</b> 76.40, Crime Awareness and Campus Security Act of 1990
8-27-02	<b>REVISED</b> 77.04, Student Fees
7-31-02	<b>REVISED</b> 50.32, Distance Learning and Off-Campus Courses

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
7-31-02	<b>REVISED</b> 50.34, Residual Funds Derived from Drug Studies, Clinical Trials, Fixed-Price Contracts and Investigator-Initiated Research
7-31-02	<b>REVISED</b> 63.01, TTUHSC Vehicle Rental
7-31-02	<b>REVISED</b> 70.50, Quality Service Awards for Non-Faculty Employees
7-31-02	<b>REVISED</b> 72.01, Purchasing Supplies, Equipment and Services
7-31-02	<b>REVISED</b> 72.02, Guidelines for Proprietary Purchasing
7-31-02	<b>REVISED</b> 72.13, Historically Underutilized Businesses
7-31-02	<b>REVISED</b> 73.02, Transfer of Funds, Equipment, etc. to Another Institution upon the Project Director Leaving TTUHSC
7-31-02	<b>REVISED</b> 75.05, Contaminated-Suspect Equipment
7-31-02	<b>REVISED</b> 77.07, Credit by Examination
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6-28-02	<b>REVISED</b> 01.02, Establishment of Centers and Institutes within Texas Tech
6-28-02	<b>REVISED</b> 01.05, Delegation of Authority by the Chancellor
6-28-02	<b>REVISED</b> 01.07, Organization of Texas Tech University Health Sciences Center
6-28-02	<b>REVISED</b> 10.10, Reporting Non-Compliance or Fraud - Telephone Line
6-28-02	<b>REVISED</b> 10.11, Delegation of Authority by the President
6-28-02	<b>REVISED</b> 10.16, Compliance
6-28-02	<b>REVISED</b> 60.03, <u>ATTACHMENT B ONLY</u> , Comprehensive Performance Evaluation of Tenured Faculty and Faculty Receiving Academic Promotions
6-28-02	<b>REVISED</b> 65.05, Grant-Related Income
6-28-02	<b>REVISED</b> 65.09, Monitoring Subrecipients (Subcontractors) - Federal Funds
6-01-02	<b>REVISED</b> 70.19, <u>ATTACHMENT C ONLY</u> , Exit Interview and Separation Checkout Procedures
6-28-02	<b>REVISED</b> 70.26, Insurance Coverage of Graduate Student Employees
6-28-02	<b>REVISED</b> 70.46, HIV/AIDS Policy for the Workplace
6-28-02	<b>REVISED</b> 70.47, Employee Training and Development
6-28-02	<b>REVISED</b> 70.51, Employee Rewards Program
6-28-02	<b>NEW</b> 70.53, Correction of Information Collected by TTUHSC by Individuals
6-28-02	<b>REVISED</b> 73.01, Annual Review of Funded Projects
6-28-02	<b>REVISED</b> 75.09, General Laboratory Use Policy
6-28-02	<b>REVISED</b> 75.10, Laboratory Biohazards Policy for Research Facilities and Personnel
6-28-02	<b>NEW</b> 75.13, Shipment of Diagnostic and Infectious Materials

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
6-28-02	<b>REVISED</b> 76.34, Accidents Involving Texas Tech Vehicles
6-28-02	<b>REVISED</b> 77.01, Admission
6-28-02	<b>REVISED</b> 77.03, Official Student Publications
6-28-02	<b>REVISED</b> 77.06, Texas Public Educational Grants
6-28-02	<b>REVISED</b> 79.11, Use of State Travel Card
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5-7-02	<b>REVISED</b> 01.03, Custodian of Public Records
5-7-02	<b>REVISED AND RENAMED</b> 50.07, Proper Handling of TTUHSC Receipts (formerly named Proper Handling of TTUHSC Income)
5-7-02	<b>REVISED</b> 50.17, Charging Departments for Goods and/or Services by Intra Institutional Voucher
5-7-02	<b>REVISED</b> 50.18, Interdepartmental Transfers of Costs
5-7-02	<b>REVISED</b> 50.22, Tuition and Fees Installment Payment Options
5-7-02	<b>REVISED</b> 50.29, Use of Transfer Vouchers
5-7-02	<b>NEW</b> 50.35, Unidentified Receipts and Holding Account Maintenance
5-7-02	<b>REVISED</b> 57.02, Guidelines for the Educational Use of Copyrighted Works
5-7-02	<b>REVISED</b> 63.04, Disposal of Motor Vehicles - Surplus Property
5-7-02	<b>REVISED</b> 63.07, Vehicles - Inscription and Painting
5-7-02	<b>DELETED (REMOVE FROM BINDER)</b> 63.08, Central Stores Operations
5-7-02	<b>REVISED</b> 65.07, Personnel Activity Reporting as Required under the Office of Management and Budget Circular A-21
5-7-02	<b>REVISED</b> 70.13, Workers' Compensation Insurance
5-7-02	<b>REVISED</b> 76.30, Vehicle Registration
5-7-02	<b>REVISED</b> 76.32, TTUHSC Traffic and Parking Regulations
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4-22-02	<b>REVISED</b> 2.01, Office of Development Relationships and Responsibilities
4-22-02	<b>REVISED</b> 02.02, Solicitation of Gifts and Grants from Private Philanthropic Sources
4-22-02	<b>REVISED</b> 02.03, Acceptance of Gifts and Grants from Private Philanthropic Sources
4-22-02	<b>REVISED</b> 02.04, Processing, Management and Publicity of Gifts and Grants from Private Philanthropic Sources
4-22-02	<b>REVISED</b> 02.05, Confidentiality of Information on ADVANCE System
4-22-02	<b>REVISED</b> 02.06, Reporting of Gifts and Grants from Private Philanthropic Sources
4-22-02	<b>REVISED</b> 02.07, Disclosure of Conditional Gifts from Foreign Persons

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
4-22-02	<b>REVISED</b> 02.08, Operation and Maintenance of Endowment Funds
4-22-02	<b>REVISED</b> 10.08, Ethics Policy
4-22-02	<b>REVISED</b> 10.14, Appointments to Administrative Positions
4-22-02	<b>REVISED</b> 50.08, TTUHSC Secondary Depository Procedures for Other Than Gift Funds
4-22-02	<b>REVISED</b> 50.21, Petty Cash or Change Funds
4-22-02	<b>REVISED</b> 50.26, Completion of the Departmental Deposit Information Sheet (DDIS)
4-22-02	<b>REVISED</b> 50.31, The Adoption and Sale of Textbooks and Related Materials
4-22-02	<b>RENAMED AND REVISED</b> 54.05, Grant, Award and Contract Billings
4-22-02	<b>REVISED</b> 60.01, Tenure and Promotion Policy
4-22-02	<b>REVISED</b> 60.02, Faculty Development Leave of Absence
4-22-02	<b>REVISED</b> 61.11, Advertising Methods for Construction Services Contracts
4-22-02	<b>REVISED</b> 68.02, Payroll Deduction Designated to Texas Tech for Charitable Contributions
4-22-02	<b>REVISED</b> 70.19, <u>ATTACHMENT C ONLY</u> , Exit Interview and Separation Checkout Procedures
4-22-02	<b>REVISED</b> 70.34, Employee Incentive Program
3-11-02	<b>REVISED</b> 50.20; Spot Purchases Petty Cash Fund
3-11-02	<b>REVISED</b> 50.28; Debt Collection
3-11-02	<b>NEW</b> 60.08; Annual Renewal of Certain Faculty Employment Contracts
3-11-02	<b>REVISED</b> 63.10; Property Management
3-11-02	<b>REVISED</b> 70.36; Communicable and Transmittable Disease Control in the Employee Workforce
3-11-02	<b>REVISED</b> 70.45; Tax Sheltered Annuity Program
2-19-02	<b>DELETED (REMOVE FROM BINDER)</b> 10.04; Infectious Disease Exposure Policy (covered in HSC OP 75.11)
2-19-02	<b>REVISED</b> 50.11; Alteration of Checks
2-19-02	<b>REVISED</b> 60.03; Comprehensive Performance Evaluation of Tenured Faculty and Faculty Receiving Academic Promotions
2-19-02	<b>REVISED</b> 60.04; Graduate Faculty Membership Criteria
2-19-02	<b>REVISED</b> 60.05; Certification of Non-HSC Student or Medical Student Requesting Graduate Teaching or Graduate Research Assistantships at TTUHSC School of Medicine or Graduate School of Biomedical Sciences
2-19-02	<b>REVISED</b> 68.01; Distribution of Payroll Checks
2-19-02	<b>REVISED</b> 70.10; Non-Faculty Employee Complaint and Grievance Procedures

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

<b>DATE</b>	<b>DESCRIPTION</b>
2-19-02	<b>REVISED</b> 70.14; Sexual Harassment
2-19-02	<b>REVISED</b> 70.20; Employment for Security-Sensitive Positions - <b>ATTACHMENT A ONLY</b>
2-19-02	<b>REVISED</b> 70.24; Creating a New Position in a Budget; Creating a New Position Title in the Pay Plan; and Reclassifying an Existing Position Title
2-19-02	<b>REVISED</b> 70.41; Drug and Alcohol Testing for Safety-Sensitive Positions Requiring a Commercial Drivers License
2-19-02	<b>REVISED</b> 70.52; Compliance Code of Conduct for Federal Healthcare Programs
2-19-02	<b>REVISED AND RENAMED</b> 75.11; Personnel Health and Medical Surveillance Policy for TTUHSC (formerly named “ <b>Medical Surveillance Policy for High Risk Non-Clinical Personnel</b> ”)
2-19-02	<b>REVISED</b> 79.11; Use of State Travel Card - <b>ATTACHMENT B ONLY</b>
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1-14-02	<b>REVISED</b> 61.20; Approval and Scheduling of Design and Construction Projects
1-01-02	<b>NEW</b> 77.08; Student Travel Policy
1-14-02	<b>NEW</b> 77.09; Cancellation of Students for Non-Payment of Tuition and Fees
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12-28-01	<b>NEW</b> 50.34; Residual Funds Derived from Drug Studies, Clinical Trials, Fixed-Price Contracts and Investigator-Initiated Research
12-28-01	<b>REVISED</b> 55.04; Cellular Telephone Policy
12-28-01	<b>REVISED</b> 70.19; Exit Interview and Separation Checkout Procedures
12-28-01	<b>REVISED</b> 70.25; Longevity and Hazardous Duty Pay
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12-3-01	<b>REVISED</b> 10.02; Suspension of Classes and Closing of Offices in Emergency Situations
12-3-01	<b>REVISED</b> 61.06; Traffic and Parking Control Devices
12-3-01	<b>REVISED AND RENAMED</b> 61.17; Donated Furnishings and Interior Finish Materials - Design and Code Review (formerly named Donated Furnishings, Draperies and Carpet - Design and Code Review)
12-3-01	<b>REVISED AND RENAMED</b> 61.19; Furniture, Floorcovering, Window Treatments and Wallcovering - Requests for Interior Design Services (formerly named Furniture, Floorcovering, Window and Wallcovering - Requests for Interior Design Services)
12-3-01	<b>REVISED AND RENAMED</b> 70.40; Professional Nurse Reporting: School of Medicine and Correctional Managed Health Care (formerly named Professional Nurse Reporting (School of Medicine))
12-3-01	<b>REVISED</b> 79.01, Texas State Travel Management Program
12-3-01	<b>REVISED</b> 79.03; Blanket Travel Applications
12-3-01	<b>REVISED</b> 79.05; Corporate Travel Credit Cards and Travel Advances

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
12-3-01	<b>REVISED</b> 79.07; Travel Expenses Incurred by Prospective Employees
12-3-01	<b>REVISED</b> 79.08; Motor Vehicle Travel Within 100-Mile Radius of Headquarters
12-3-01	<b>REVISED</b> 79.09; Travel Encumbrance Release
12-3-01	<b>REVISED</b> 79.10; Reimbursement for Travel Expenses for Spouses
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11-5-01	<b>REVISED</b> 10.12; Emeritus Appointments
11-5-01	<b>REVISED</b> 54.04; Professional Services - Contracting
11-5-01	<b>REVISED</b> 61.04; The Interior Maintenance Planting Program
11-5-01	<b>REVISED AND MOVED</b> 70.42; Prescriptive Activities by Physician Assistants or Advanced Practice Nurses ( <b>moved to 60.07</b> )
11-5-01	<b>REVISED</b> 70.51; Employee Rewards Program
11-5-01	<b>DELETED/COMBINED</b> 72.12; Professional Services ( <b>combined with 54.04, Professional Services - Contracting</b> )
11-5-01	<b>REVISED</b> 75.12; TTUHSC Respiratory Protection for <i>M. Tuberculosis</i>
11-5-01	<b>REVISED</b> 76.17; Bomb Threat Procedures
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10-8-01	<b>REVISED</b> 01.01; Preparation of Agenda for Board of Regents' Meetings
10-8-01	<b>REVISED</b> 02.08; Operation and Maintenance of Endowment Funds
10-8-01	<b>REVISED</b> 10.07; Reporting a Violation of Law
10-8-01	<b>REVISED</b> 50.30; Purchasing Card Program
10-8-01	<b>REVISED ATTACHMENT A</b> 61.07; Use of TTUHSC Grounds, Facilities and Amplification Equipment ( <b>Attachment A Only</b> )
10-8-01	<b>REVISED</b> 61.09; Departmental Work Coordinators
10-8-01	<b>REVISED</b> 61.22; Installation of Cabling in TTUHSC Facilities
10-8-01	<b>REVISED</b> 63.05; Central Shipping and Receiving
10-8-01	<b>REVISED</b> 70.17; Overtime and Compensatory Time
10-8-01	<b>REVISED</b> 70.29; Tobacco-Free Environment Policy
10-8-01	<b>REVISED</b> 70.49; TTUHSC HHS Medicare/Medicaid Exclusion List Verification Procedure for Employees
10-8-01	<b>REVISED</b> 75.01; TTUHSC Safety Programs
10-8-01	<b>NEW</b> 75.12; TTUHSC Respiratory Protection for <i>M. Tuberculosis</i>
10-8-01	<b>REVISED</b> 76.01; Emergency Operations Plan
10-8-01	<b>REVISED</b> 76.02; Employee Identification Badges

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
10-8-01	<b>REVISED</b> 76.03; Control of Keys to Facilities
10-8-01	<b>REVISED</b> 76.41; Texas Tech Police
9-3-01	<b>REVISED</b> 04.01; Objectives and Operation of the Office of Internal Audit
9-3-01	<b>REVISED</b> 04.02; State Auditor's Audit Exceptions and Exit Conference
9-3-01	<b>REVISED AND RENAMED</b> 63.01; TTUHSC Vehicle Rental
9-3-01	<b>REVISED</b> 70.01; TTUHSC Leave Policy
9-3-01	<b>REVISED</b> 70.05; Insurance and Other Benefits
9-3-01	<b>REVISED</b> 70.16; Compensation in Excess of Budgeted Salary
9-3-01	<b>REVISED</b> 70.20; Employment for Security-Sensitive Positions
9-3-01	<b>REVISED</b> 70.26; Insurance Coverage of Graduate Student Employees
9-3-01	<b>REVISED</b> 70.30; Lump Sum Payment of Accrued Vacation Leave to Terminating Employees
9-3-01	<b>REVISED</b> 79.04; Foreign Travel
9-3-01	<b>REVISED</b> 79.06; Reimbursement of Travel Expenses
8-3-01	<b>REVISED</b> 50.25; Determination of Employee or Independent Contractor Status
8-3-01	<b>REVISED ATTACHMENTS</b> 50.26; Completion of the Departmental Deposit Information Sheet (DDIS), <b>ATTACHMENTS A and B ONLY</b>
8-3-01	<b>REVISED</b> 50.27; Use of Private Consultants
8-3-01	<b>REVISED</b> 50.30; Purchasing Card Program
8-3-01	<b>REVISED</b> 51.01; Affirmative Action and Equal Employment Opportunity Policy
8-3-01	<b>REVISED</b> 70.09; Request for Sick Leave Exceptions
8-3-01	<b>REVISED</b> 72.08; Independent Academic Services
6-29-01	<b>REVISED</b> 50.06; Establishing and Operating Support Activities
6-29-01	<b>NEW</b> 50.33; Prompt Payment Law Interest Paid
6-29-01	<b>REVISED</b> 56.01; Use of Information Technology Utilization Resources
6-29-01	<b>REVISED</b> 61.07; Use of TTUHSC Grounds, Facilities and Amplification Equipment
6-29-01	<b>REVISED</b> 65.02; Facilities and Administrative Cost Recovery Plan
6-29-01	<b>REVISED</b> 70.01; TTUHSC Leave Policy
6-29-01	<b>REVISED</b> 70.02; Retirement
6-29-01	<b>NEW</b> 77.01; Admission

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

DATE	DESCRIPTION
6-29-01	<b>NEW</b> 77.02; Military Recruitment and Activity
6-29-01	<b>NEW</b> 77.03; Official Student Publications
6-29-01	<b>NEW</b> 77.04; Student Fees
6-29-01	<b>NEW</b> 77.05; Suspension and Retention
6-29-01	<b>NEW</b> 77.06; Texas Public Educational Grants
6-29-01	<b>NEW</b> 77.07; Credit by Examination
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6-15-01	<b>NEW</b> 01.02; Establishment of Centers and Institutes within Texas Tech
6-15-01	<b>REVISED AND RENAMED</b> 50.04; Direct Pay Expenditures
6-15-01	<b>REVISED</b> 50.06; Establishing and Operating Support Activities
6-15-01	<b>REVISED</b> 50.19; Use of the TTUHSC Accounting System and TTU/TTUHSC Services by Student and Other Organizations
6-15-01	<b>REVISED</b> 50.22; Tuition and Fees Installment Payment Options
6-15-01	<b>NEW</b> 50.32; Distance Learning and Off Campus Courses
6-15-01	<b>REVISED</b> 54.01; Contracting and Budgetary Authorities and Policies
6-15-01	<b>REVISED</b> 54.02; Contracting Procedures
6-15-01	<b>REVISED</b> 57.01; Printing Center, Swift Print and Mail Services
6-15-01	<b>REVISED AND RENAMED</b> 65.01; Establishing Sponsored Program Accounts/Budgets
6-15-01	<b>REVISED</b> 70.18; Multiple Employment
6-15-01	<b>REVISED</b> 70.32; Family and Medical Leave (F&ML)
6-15-01	<b>REVISED</b> 70.35; Employee Address List
6-15-01	<b>REVISED</b> 73.03; Animal Care and Usage
6-15-01	<b>REVISED</b> 73.04; Research Involving Recombinant DNA
6-15-01	<b>REVISED</b> 73.05; Research Involving Hazardous Chemical & Biological Materials
6-15-01	<b>REVISED</b> 73.06; Research Involving Human Subjects
6-15-01	<b>NEW</b> 75.08; Cardio-Pulmonary Arrest Response (Code Blue)
6-15-01	<b>REVISED</b> 75.09; General Laboratory Use Policy
6-15-01	<b>REVISED</b> 75.10; Laboratory Biohazards Policy for Research Facilities and Personnel
6-15-01	<b>REVISED</b> 75.11; Medical Surveillance Policy for High Risk Non-Clinical Personnel
6-15-01	<b>REVISED</b> 76.04; Electronic or Keyless Locking Systems
6-15-01	<b>REVISED</b> 76.06; Standardization of Door Hardware and Restricted Keyway Systems

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
6-15-01	<b>REVISED</b> 76.07; Computerized Keying System and Key Identification Program for Locks
6-15-01	<b>REVISED</b> 76.30; Vehicle Registration
6-15-01	<b>REVISED</b> 76.32; TTUHSC Traffic and Parking Regulations
6-1-01	<b>REVISED</b> 01.07; Organization of TTUHSC
6-1-01	<b>REVISED</b> 10.05; Confidentiality Agreement and Employee Information Privacy
6-1-01	<b>REVISED</b> 50.03; Account Manager Designation and Signature Authority for Expenditure on an Account
6-1-01	<b>REVISED</b> 50.08; TTUHSC Secondary Depository Procedures for Other Than Funds
6-1-01	<b>REVISED</b> 50.10; The Endorsement of Checks to Texas Tech University Health Sciences Center
6-1-01	<b>REVISED</b> 50.12; Collection and Handling of Returned Checks
6-1-01	<b>REVISED</b> 50.13; Remittance of Unclaimed Property
6-1-01	<b>REVISED</b> 50.16; Changes to and Approval of Non-Mandatory Student Fees
6-1-01	<b>REVISED</b> 50.26; Completion of the Departmental Deposit Information Sheet (DDIS)
6-1-01	<b>NEW</b> 50.31; The Adoption and Sale of Textbooks and Related Materials
6-1-01	<b>REVISED</b> 54.05; IN Transactions and Contract Billings
6-1-01	<b>RENAMED AND REVISED</b> 56.01; Use of Information Technology Utilization Resources
6-1-01	<b>NEW</b> 60.06; Non-Native English Speaking Teaching Assistants and Faculty
6-1-01	<b>REVISED</b> 61.02; Remodeling Projects/Painting
6-1-01	<b>REVISED</b> 65.02; Facilities and Administrative Cost Recovery Plan
6-1-01	<b>REVISED</b> 75.01; TTUHSC Safety Programs
6-1-01	<b>REVISED</b> 75.07; Elevator Usage
6-1-01	<b>REVISED</b> 79.02; Travel Application
6-1-01	<b>REVISED</b> 79.06; Reimbursement of Travel Expenses
5-2-01	<b>REVISED</b> HSC OP 55.02; Purchase of Telephones and Telephone Systems
5-2-01	<b>REVISED</b> HSC OP 70.06; Employee Working Hours and Holidays
5-2-01	<b>REVISED</b> HSC OP 70.11; Appointments to Non-Faculty Positions
5-2-01	<b>REVISED</b> HSC OP 70.37; Salary Administration Policy
5-2-01	<b>NEW</b> HSC OP 73.07; Honesty in Research and Allegations of Scientific Misconduct
5-2-01	<b>REVISED</b> HSC OP 76.08; Violence and Workplace Threats

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
4-13-01	<b>REVISED AND RENAMED</b> HSC OP 10.01; Operating Policies and Procedures for TTUHSC
4-13-01	<b>REVISED</b> HSC OP 10.10; Reporting Non-Compliance or Fraud - Telephone Line
4-13-01	<b>NEW</b> HSC OP 54.04; Professional Services - Contracting
4-13-01	<b>REVISED</b> HSC OP 63.03; Vehicle Fleet Management Program
4-13-01	<b>REVISED</b> HSC OP 65.06; Contracts and Grants Made Directly to Individuals
4-13-01	<b>REVISED</b> HSC OP 67.02; News and Publications Bureaus
4-13-01	<b>REVISED</b> HSC OP 70.03; Employees Enrolling for Courses
4-13-01	<b>REVISED</b> HSC OP 70.08; Nepotism
4-13-01	<b>REVISED</b> HSC OP 70.12; Performance Management
4-13-01	<b>REVISED</b> HSC OP 70.13; Workers Compensation Insurance
4-13-01	<b>REVISED</b> HSC OP 70.15; Other Employment
4-13-01	<b>REVISED</b> HSC OP 70.22; Employee Deaths
4-13-01	<b>REVISED</b> HSC OP 70.27; Appointment of Student Employees
4-13-01	<b>REVISED</b> HSC OP 70.31; Standards of Conduct, Discipline and Separations for Non-Faculty Personnel
4-13-01	<b>REVISED AND RENAMED</b> HSC OP 72.11; Purchasing/Leasing Motor Vehicles
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2-9-01	<b>REVISED</b> HSC OP 50.02; TTUHSC Employees Indebted to the State of Texas
2-9-01	<b>REVISED</b> HSC OP 70.04; Pay Plan Revisions
2-9-01	<b>REVISED</b> HSC OP 70.49; TTUHSC HHS Medicare/Medicaid Exclusion List Verification Procedure for Employees
2-9-01	<b>REVISED</b> HSC OP 72.06; Leasing of Space and Facilities
2-9-01	<b>REVISED</b> HSC OP 72.07; Lease Purchase of Equipment and Other Commodities
2-9-01	<b>REVISED</b> HSC OP 75.02; TTUHSC Safety Committees
2-9-01	<b>REVISED</b> HSC OP 75.04; Compliance with National Fire Protection Association Standards
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1-31-01	<b>NEW</b> HSC OP 10.16; Compliance
1-31-01	<b>REVISED</b> HSC OP 60.02; Faculty Development Leave of Absence
1-31-01	<b>REVISED</b> HSC OP 70.21; Service Awards for TTUHSC Employees
1-31-01	<b>REVISED</b> HSC OP 70.28; Exchange Visitor Program (J-1 Visa)
1-31-01	<b>REVISED</b> HSC OP 70.41; Drug and Alcohol Testing for Safety-Sensitive Positions Requiring a Commercial Drivers License

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
1-31-01	<b>NEW</b> HSC OP 70.52; Compliance Code of Conduct for Federal Healthcare Programs
1-31-01	<b>NEW</b> HSC OP 72.14; Contract Workforce Procedures
12-9-00	<b>REVISED</b> HSC OP 55.04; Cellular Telephone Policy
12-9-00	<b>REVISED</b> HSC OP 61.11; Advertising Methods for Construction Services Contracts
12-9-00	<b>REVISED</b> HSC OP 70.33; Personnel Action Form Due Dates
12-9-00	<b>REVISED</b> HSC OP 70.38; Employee Assistance Program
12-9-00	<b>REVISED</b> HSC OP 70.43; Early Return-to-Work (ERTW)/Alternate and Light Duty Assignments
12-9-00	<b>REVISED</b> HSC OP72.04; Equipment Purchased for Sponsored Federal Projects
11-15-00	<b>REVISED</b> HSC OP 01.07; Organization of Texas Tech University Health Sciences Center
11-15-00	<b>REVISED</b> HSC OP 10.03; Alcohol and Illegal Drugs
11-15-00	<b>REVISED</b> HSC OP 10.06; Selection of Grover E. Murray Professorships
11-15-00	<b>REVISED</b> HSC OP 10.11; Delegation of Authority by the President
11-15-00	<b>REVISED</b> HSC OP 10.13; Selection of University Distinguished Professors
11-15-00	<b>REVISED</b> HSC OP 61.01; Use of TTUHSC Facilities, Equipment, Supplies and Services for Private Purposes Prohibited
11-15-00	<b>REVISED</b> HSC OP 61.03; Posting of Notices on TTUHSC Property
11-15-00	<b>REVISED</b> HSC OP 61.07; Use of TTUHSC Grounds, Facilities and Amplification Equipment
11-15-00	<b>REVISED</b> HSC OP 61.08; Building Decorations and Decorative Materials
11-15-00	<b>REVISED</b> HSC OP 63.06; Moving and Delivery Services
11-15-00	<b>REVISED AND RENAMED</b> HSC OP 70.17; Overtime and Compensatory Time
11-15-00	<b>REVISED</b> HSC OP 70.38; Employee Assistance Program
11-15-00	<b>REVISED</b> HSC OP 72.02; Guidelines for Proprietary Purchasing
11-15-00	<b>REVISED</b> HSC OP 75.06; Corridor Storage
11-15-00	<b>REVISED</b> HSC OP 76.30; Vehicle Registration
9-29-00	<b>NEW</b> HSC OP 68.02; Payroll Deduction Designated to Texas Tech for Charitable Contributions
9-29-00	<b>REVISED</b> HSC OP 76.02; Employee Identification Badges
9-29-00	<b>REVISED</b> HSC OP 76.03; Control of Keys to Facilities
9-14-00	<b>REVISED</b> HSC OP 72.13; Historically Underutilized Businesses

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**OPERATING POLICY AND PROCEDURE MANUAL**

<b>DATE</b>	<b>DESCRIPTION</b>
9-8-00	<b>REVISED</b> HSC OP 61.10; Energy Conservation Program and Utility Review
9-8-00	<b>REMOVE - COMBINED</b> HSC OP 61.12; Computerized Keying System and Key Identification Program for Locks (See HSC OP 76.07)
9-8-00	<b>REVISED</b> HSC OP 61.13; Approval and Scheduling of Site Planning and Landscape Construction Projects
9-8-00	<b>REVISED</b> HSC OP 61.16; Access to Building Equipment Rooms and Tunnels
9-8-00	<b>REVISED</b> HSC OP 67.01; Publication Guidelines
9-8-00	<b>REVISED</b> HSC OP 70.02; Retirement
9-8-00	<b>REVISED AND RENAMED</b> HSC OP 70.29; Tobacco-Free Environment Policy (formerly named Smoke-Free Environment Policy)
9-8-00	<b>REVISED</b> HSC OP 75.03; Hazardous Material Incidents
9-8-00	<b>REVISED</b> HSC OP 76.04; Electronic or Keyless Locking Systems
9-8-00	<b>REVISED</b> HSC OP 76.05; Abandoned Personal Property
9-8-00	<b>REVISED</b> HSC OP 76.07; Computerized Keying System and Key Identification Program for Locks
9-8-00	<b>REVISED AND RENAMED</b> HSC OP 76.15; Severe Weather Warning and Alert Systems (formerly named Severe Weather Alert System)
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8-21-00	<b>REVISED</b> Numerical Index
8-21-00	<b>REVISED</b> Subject Index
8-21-00	<b>REVISED</b> HSC OP 63.01; Rental of TTU and TTUHSC Vehicles
8-21-00	<b>REVISED</b> HSC OP 63.09; Storage Facilities
8-21-00	<b>REVISED</b> HSC OP 70.20; Employment for Security-Sensitive Positions
8-21-00	<b>REVISED</b> HSC OP 70.26; Insurance Coverage of Graduate Student Employees
8-21-00	<b>REVISED AND RENAMED</b> HSC OP 76.10; Animals in Texas Tech Buildings (formerly named Animals in TTUHSC Buildings)
8-21-00	<b>REVISED AND RENAMED</b> HSC OP 76.11; Hunting on Texas Tech Property (formerly named Hunting on TTUHSC Property)
8-21-00	<b>REVISED</b> HSC OP 76.23; Employee Training and Procedures for Handling Armed Robbery Incidents
8-21-00	<b>REVISED AND RENAMED</b> HSC OP 76.41; Texas Tech Police (formerly named Police Services at TTUHSC)
8-21-00	<b>NEW</b> HSC OP 76.42; Flying of Flags
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8-14-00	<b>REVISED</b> Numerical Index

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## OPERATING POLICY AND PROCEDURE MANUAL

DATE	DESCRIPTION
8-14-00	<b>REVISED</b> Subject Index
8-14-00	<b>REVISED</b> HSC OP 01.05; Delegation of Authority by the Chancellor
8-14-00	<b>NEW</b> HSC OP 10.15; Americans with Disabilities Act (ADA)
8-14-00	<b>DELETED</b> HSC OP 50.05; Check Issuance Request (RI) Forms
8-14-00	<b>REVISED</b> HSC OP 50.09; Deposit of Private Gifts, Grants and Agreements
8-14-00	<b>REVISED</b> HSC OP 50.18; Interdepartmental Transfers of Costs
8-14-00	<b>REVISED</b> HSC OP 50.30; Purchasing Card Program
8-14-00	<b>REVISED</b> HSC OP 55.01; Telephone Calling Cards
8-14-00	<b>REVISED</b> HSC OP 63.10; Property Management
8-14-00	<b>REVISED</b> HSC OP 73.02; Transfer of Funds, Equipment, etc. to Another Institution upon the Project Director Leaving Texas Tech University Health Sciences Center
8-14-00	<b>REVISED</b> HSC OP 75.05; Contaminated-Suspect Equipment
8-14-00	<b>REVISED</b> HSC OP 76.40; Crime Awareness and Campus Security Act of 1990