



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

### **HSC OP:** 10.11, **Delegation of Authority by the President**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish a clear delegation of authority to selected senior administrative officers to facilitate the management of Texas Tech University Health Sciences Center (TTUHSC) by permitting as many decisions as possible to be made at lower levels in the chain of command, and thereby, to permit the President to devote proper time to items of major executive concern.

**REVIEW:** This HSC OP will be reviewed on June 1 of each even-numbered year (ENY) by the Office of the President with recommendations for revision forwarded to the President by July 1.

### **POLICY/PROCEDURE:**

#### **1. Authority**

- a. The Legislature in Chapter 110.03 of the Texas Education Code, delegates to the Board of Regents of the Texas Tech University System the power and authority to govern, control and direct the policies of TTUHSC.
- b. The Board of Regents exercises its powers and authorities in the governance of TTUHSC through the Chancellor.
- c. The Chancellor has delegated to the President of TTUHSC the authority for management, supervision and direction of areas and activities within the administrative area for which he/she is responsible, and the authority to approve transactions within the administrative area for which the President is responsible, in accordance with established TTUHSC policies and procedures, policies of the Board of Regents (Regents' Rules), the General Appropriations Act, and State and Federal statutes.
- d. It is the policy of the President to delegate specified authority to selected administrators in order to facilitate the management of TTUHSC while still retaining the overall responsibility and accountability vested in the President by the Chancellor and the Board of Regents.

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

#### **2. Annual Review**

The President will perform annual reviews of senior level administrators, including the Provost and Executive Vice President of Academics, Executive Vice President of Finance and Operations and Chief Financial Officer/Chief Operations Officer, President's Executive Chief of Staff and Executive Vice President of External Relations, Executive Vice President for Research and Innovation, Executive Vice President for Clinical Affairs, Executive Vice President for Health Policy and Strategic Initiatives, Vice President of the Division of Rural Affairs, Vice President for Excellence and Culture and Chief Experience Officer, and Vice President for Institutional Compliance.

### 3. Personnel

#### a. Senior Level Administrators

Per 1.d., the President is assisted by the following senior level administrators,

##### (1) Provost and Executive Vice President of Academics

The President delegates to the Provost and Executive Vice President of Academics the authority for the management, supervision, and direction of the areas under his/her control, including the following areas and activities of the institution, unless *Regents' Rules* require Chancellor or Board of Regents approval:

- (a) Academic deans and activities of the schools per the provisions of HSC OP 10.14, Appointments to Academic Administrative Positions;
- (b) Academic Affairs, including eLearning, Global Health, Interprofessional Education, Libraries, Simulation and Classroom Support;
- (c) Student Affairs, including Financial Aid, Registrar, Student Disability Services, Student Life, and Veterans Resource Center;
- (d) Office of Academic Planning and Compliance;
- (e) Office of Institutional Health;
- (f) Title IX;
- (g) Institute of Anatomical Sciences;
- (h) Kenneth H. Cooper Institute; and
- (i) Academics Council.

##### (2) Executive Vice President of Finance and Operations and Chief Financial Officer / Chief Operations Officer

The President delegates to the Executive Vice President of Finance and Operations and Chief Financial Officer / Chief Operations Officer the authority for the management, supervision, and direction of the areas under his/her control, including the following areas and activities of the institution, unless *Regents' Rules* require Chancellor or Board of Regents approval:

- (a) Budget and resource planning and management;
- (b) Controller and fiscal operations including accounting services;
- (c) Procurement services, contract management, and payment services;
- (d) Business services units including financial data management, cash and credit management services, and student business services;

- (e) Operations units including facilities maintenance and construction, business services, planning and design, grounds maintenance, planning and administration, custodial services, university parking services, and utilities;
  - (f) Safety operations including emergency management;
  - (g) Information Technology and the Chief Information Officer;
  - (h) Human Resources and the Chief Human Resources Officer; and
  - (i) People and Operations Council.
- (3) President's Executive Chief of Staff and Executive Vice President of External Relations

The President delegates to the President's Executive Chief of Staff and Executive Vice President of External Relations the authority for the management, supervision, and direction of the areas under his/her control, including the following areas and activities of the institution, unless *Regents' Rules* require Chancellor or Board of Regents approval:

- (a) President's office staff;
  - (b) Other duties and projects as delegated by the President;
  - (c) Marketing and communication initiatives;
  - (d) University fundraising and advancement initiatives;
  - (e) Alumni relations; and
  - (f) External Relations Council.
- (4) Executive Vice President for Research and Innovation

The President delegates to the Executive Vice President for Research and Innovation the authority for the management, supervision, and direction of the areas under his/her control, including the following areas and activities of the institution, unless *Regents' Rules* require Chancellor or Board of Regents approval:

- (a) Office of Sponsored Programs;
- (b) Research Integrity Office, including IACUC Administration, IRB Administration and Compliance;
- (c) Laboratory Animal Research Center;
- (d) Safety Services activities that apply to research; and Signatory authority on all grants, contracts, confidentiality agreements, material transfer agreements and cooperative agreements from either the public or private sectors for research, instructional, and service projects. This delegation shall not be construed to extend to purchasing agreements or agreements involving the use of TTUHSC facilities or equipment;

- (e) Clinical Research Institute;
- (f) Garrison Institute on Aging; and
- (g) Research Council.

(5) Executive Vice President for Clinical Affairs

The President delegates to the Executive Vice President for Clinical Affairs the authority for the management, supervision, and direction of the areas under his/her control, including the following areas and activities of the institution, unless *Regents' Rules* require Chancellor or Board of Regents approval:

- (a) Medical faculty practice plans; and
- (b) Clinical Affairs Council.

(6) Executive Vice President for Health Policy and Strategic Initiatives

The President delegates to the Executive Vice President for Health Policy and Strategic Initiatives the authority for the management, supervision, and direction of the areas under his/her control, including the following areas and activities of the institution, unless *Regents' Rules* require Chancellor or Board of Regents approval:

- (a) Correctional Managed Care Health Care services, including Utilization Management, Provider Network Management, Credentialing, Regional Operations, Institutional Committees/Peer Reviews, TDCJ Employee Health Services, Research Coordination, Telehealth and Virtual Care, and Emergency Preparedness; and
- (b) External Relations Council.

(7) Vice President of the Division of Rural Affairs

The President delegates to the Vice President of the Division of Rural Affairs the authority for the management, supervision, and direction of the areas under his/her control, including the following areas and activities of the institution, unless *Regents' Rules* require Chancellor or Board of Regents approval:

- (a) Telemedicine programs, including Texas Louisiana Telehealth Resource Center, Next Gen 911 Project, and Frontiers in Telemedicine Lab;
- (b) Transforming Communities Through Outreach, Recruitment and Education programs, including Community Health Worker Development-Bridge to Excellence, Scrub Club, and Double T Health Service Corp;
- (c) Institute of Telehealth and Digital Innovation; and
- (d) F. Marie Hall Institute for Rural and Community Health.

(8) Vice President for Excellence and Culture and Chief Experience Officer

The President delegates to the Vice President for Excellence and Culture and Chief Experience Officer the authority for the management, supervision, and direction of the areas under his/her control, including the following areas and activities of the institution, unless *Regents' Rules* require Chancellor or Board of Regents approval:

- (a) Long range planning and assessment, including coordination of institutional strategic plans;
  - (b) the Office of People and Values; and
  - (c) HSI Initiatives and the Siempre Adelante, Title V grant.
- (9) Vice President for Institutional Compliance  
The President delegates to the Vice President for Institutional Compliance the authority for the management, supervision, and direction of the institutional compliance program with primary responsibility for clinical billing and HIPAA privacy compliance.

**b. Delegation of Authority**

The President delegates the authority to approve the following transactions within the administrative area for which the recipient of the delegation is responsible, in accordance with established university human resources policies and procedures, the appropriate classification system, the university pay plan, approved budget allocations, Rules and Regulations of the Board of Regents (Regents' Rules), the Legislative Appropriations Bill, and state and federal statutes.

**(1) Appointment of Texas Tech University Health Science Center Staff Employees**

The President delegates the authority to appoint staff employees in accordance with the provisions in OP 70.11, Appointments to Non-faculty positions; however, the power and authority to appoint permanent deans is retained by the President.

The President also retains the authority to approve staff appointments to newly created positions that were not budgeted in the current fiscal year's operating budget.

No other persons of the institution shall have either expressed or implied authority to make binding obligations in such matters for and on behalf of the institution.

**(2) Salary and Compensation for Texas Tech University Health Sciences Center Faculty and Staff**

The President delegates the authority to adjust salary and compensation in accordance with the provisions in OP 70.04, Compensation Policy; however, the Chancellor retains the authority to approve adjustments to the salary of the President, with prior notice to the Board of Regents. The salaries of all vice presidents and the deans of schools shall be set by the President with prior approval of the Chancellor and notice to the Board.

The President delegates the authority to adjust salary and compensation for faculty personnel to the respective Dean of the health professional school.

The President delegates to the Executive Vice President of Finance and Operations and Chief Financial Officer / Chief Operations Officer the authority to approve adjustments to an employee's total salary or wage rate when such an adjustment is 10 percent or more per annum and the per annum increase is an amount that is more than \$2,000 and not the result of a bona fide promotion.

The President delegates to the appropriate Dean/Vice President (after review and approval by Human Resources) the authority to approve adjustments to an employee's salary and compensation when the increase was not budgeted in the current Fiscal Year Operating Budget. No other persons of the institution shall have either express or implied authority to adjust salary or compensation for any personnel of the institution.

(3) Change of Status of Texas Tech University Health Sciences Center Employees

The President delegates the authority to approve the change of status of TTUHSC non-faculty personnel in accordance with the provisions in OPs 70.11, Appointments to Non-Faculty Positions provided such changes are within existing budgets in the current Fiscal Year Operating Budget. To ensure compliance with Regents' Rules and TTUHSC policies, all salary adjustments and change of status for faculty employees are to be reviewed and approved by the Deans of the health professional schools.

(4) Approval for Request for Outside Employment

The President delegates the authority to approve requests for outside employment by TTUHSC personnel in accordance with the provision within OP 70.18, Multiple and Other Employment.

(5) Employee Conduct, Discipline and Terminations

The President delegates the authority to take appropriate employee disciplinary action in accordance with the provision in OP 70.31, Employee Conduct, Coaching, Corrective Action, and Termination, and applicable federal and state laws and regulations.

(6) Acceptance of Employee Resignation

The President delegates the authority to take accept employee resignations in accordance with the provision in OP 70.31, Employee Conduct, Coaching, Corrective Action, and Termination, and applicable federal and state laws and regulations.

(7) Compliance with Personnel Policy

(a) The President delegates the following responsibilities to the Provost and Executive Vice President of Academics:

Monitor, assure compliance, interpret, and approve exemptions to all the university's human resources policies and procedures that pertain to faculty employees.

(b) The President delegates the following responsibilities to the Executive Vice President of Finance and Operations and Chief Financial Officer/Chief Operations Officer

Monitor, assure compliance, interpret, and approve exemptions to all the university's human resources policies and procedures for all employees and that are written specifically for non- faculty employees.

#### **4. Authority to Act in the President's Absence**

- a. The duties of the President will necessitate absence from the campus. During an absence, and if the President cannot be reached promptly, a situation may arise that requires immediate action, and any delay could cause undesirable effects. Under this situation, the President authorizes one of the following listed officers, assigned in descending order, to assume the duties of the President. However, the President normally can be reached promptly through his/her office staff; if a matter arises that needs his/her attention, he/she is to be contacted as soon as possible and informed of the emergency. When this contact has been established, the role of acting official ceases.
- b. The officers to serve under conditions stated above are:
  - (1) Executive Chief of Staff and Executive Vice President for External Relations
  - (2) Executive Vice President of Finance and Operations and Chief Financial Officer/Chief Operations Officer
  - (3) Provost and Executive Vice President of Academics
  - (4) Executive Vice President for Research and Innovation
- c. The acting official has the authority to handle situations in accordance with the standard operating procedures of the institution and presidential directives applicable to the situation. The acting official is expected to work with other vice presidents, or appropriate officers, in a participative manner when an issue involves their areas of responsibilities. The person acting under this authority shall make no major, unusual, or extraordinary decisions or commitments on behalf of the institution.
- d. When the President considers it necessary, a duty roster will be used to designate specific individuals to act as the campus duty officer during holidays and extended vacation-break periods. The responsibility of this officer generally is limited to serving as a central campus point of communication. This person will contact the proper person or office that has the responsibility to handle the particular message or matter that must be addressed during these periods of limited staff availability on campus.