



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 10.01, Operating Policies and Procedures for TTUHSCEP

PURPOSE: The Texas Tech University Health Sciences Center El Paso (TTUHSCEP) Operating Policy and Procedure (HSCEPOP) system was instituted in order to standardize TTUHSCEP policies and procedures and to provide a consistent and coherent method of defining TTUHSCEP policy on any given matter. The system is intended to:

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

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

REVIEW: This HSCEP OP will be reviewed on March 1 of each odd-numbered year (ONY) by the Chief Operating Officer (COO) or designee, with recommendations for revision forwarded to the President by March 15.

POLICY/PROCEDURE:

1. Format.

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

PURPOSE
REVIEW
POLICY/PROCEDURE

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

2. Development of a Policy/Procedure.

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

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

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

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

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

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

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

4. **Operating Policy Approvals and Numbering Plan.** Operating policies are to be approved by the reviewer and the designated administrator for the specific area of the policy. However, any HSCEP OP, from any area, in which the Chancellor wishes to personally approve and maintain a

high level of involvement, will be placed in Category 01. Any HSCEP OP in which the President wishes to personally approve and maintain a high level of involvement will be placed in Category 10.

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

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

6. **Publication.** The procedures for publication are as follows:
 - a. HSCEP OPs are available online only. The Office of the COO or designee will electronically submit HSCEP OPs that have been approved for publication for inclusion on the TTUHSCEP Homepage on the Internet. The address for HSCEP online OPs is: <http://el Paso.ttuhsce.edu/opp/op.aspx>
 - b. The Office of the COO or designee will post notice through the HSCEP OP webpage (<http://el Paso.ttuhsce.edu/opp/op.aspx>) when an OP has been updated and published.
 - c. Those departments who wish to maintain HSCEP OP Manuals may print the online OPs upon notification of a new publication and place in their manuals.
 - d. TTUHSCEP OP Manuals are available for reference in the TTUHSCEP Library, Reference Sections. It is the responsibility of the Library administration to maintain up-to-date OP Manuals.

7. **Authority Invoked by HSCEP OPs.**

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

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