



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 10.04, **Publication of Institutional Mission and Vision Statements**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to ensure that the current institutional mission and vision statements are accurately cited in institutional publications and on institutional websites.

**REVIEW:** This HSCEP OP will be reviewed on January 1 of each year (EY) by the Provost, AVC IA, COO and CFO or designee, with recommendations for revision submitted to the President by February 1.

### **POLICY/PROCEDURE:**

#### **1. Policy.**

- a. The current and complete institutional mission and vision statements for the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) are outlined in Attachment A.
- b. The TTUHSC El Paso institutional mission and vision statements shall appear in all publications of the institution, its schools, clinical facilities, and degree programs.
- c. The TTUHSC El Paso institutional mission and vision statements shall be displayed prominently on, or be readily accessible from, the home page of the institutional website.

#### **2. Procedures.**

- a. The TTUHSC El Paso unit that releases a publication which contains the institutional mission and vision statements will inform the Senior Director of Communications and Marketing of the publication's title on or before the date of its release.
- b. Communications and Marketing will maintain a record of publications identified under 2(a) above.
- c. The Information Technology Division is to implement 1(c) above.