

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 1	Administration and Organization	Effective:	June 2000
Section 1.3	Executive Officers	Revised:	October 2009
<b>Policy 1.3.1</b>	<b>President</b>	Responsibility:	President

## **PRESIDENT**

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### **Overview**

The Chief Administrative Officer of The University of Texas Health Science Center at San Antonio is the President. The duties and responsibilities of the President are set forth in the Regents' *Rules and Regulations*, [Rule 20201](#).

The President reports to and is responsible to the Executive Vice Chancellor for Health Affairs and serves without fixed term, subject to the pleasure of the Executive Vice Chancellor for Health Affairs and approval by the Chancellor and the Board of Regents.

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### **Duties of the President**

Specifically, the President, with the appropriate participation of the staff, is expected to:

1. Develop and administer plans and policies for the programs, organization, and operation of the Health Science Center.
2. Interpret The University of Texas System policy to the staff and interpret the institution's programs and needs to System Administration and to the public.
3. Develop and administer policies relating to students, and where applicable, to the proper management of services to patients.
4. Recommend appropriate operating budgets and supervise expenditures under approved budgets.
5. Appoint all members of the faculty and staff, concerning the award of tenure, and maintain efficient personnel programs.
6. Ensure efficient management of business affairs and physical property and recommend additions and alterations to the physical plant.
7. Serve as presiding officer at official meetings of the faculty and staff of the institution, and as ex-officio member of each School's faculty within the Health Science Center.

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8. Appoint or establish procedures for the appointment of all faculty, staff, and student committees.
  9. Cause to be prepared and submitted to the Executive Vice Chancellor for Health Affairs, the rules and regulations for the governance of the Health Science Center and any related amendments. Such rules and regulations shall constitute the *Handbook of Operating Procedures*. Any rule or regulation that is in conflict with any rule or regulation in the Regents' *Rules and Regulations* is null and void and has no effect.
  10. Assume initiative in developing long-range plans for the program and physical facilities of the Health Science Center.
  11. Assume active leadership in developing private fund support for the Health Science Center in accordance with policies and procedures established in the Regents' *Rules and Regulations*.
  12. Develop and implement plans and policies to ensure that the institution remains in compliance with any accreditation requirements appropriate for Health Science Center or its programs.
  13. Ensure development of policy, implementation, and administration of the Institutional Compliance Program to assure that the Health Science Center is in compliance with all applicable laws, statues, rules, regulations, policies, and procedures.
  14. Ensure development of policy, implementation, and administration of the Equal Employment Opportunity and Affirmative Action Program.
  15. Maintain liaison between the Health Science Center and the University Health System through its President and Chief Executive Officer as well as other clinical partners.
  16. Maintain liaison between the Health Science Center and the South Texas Veterans Health Care System, Audie L. Murphy Division (VA Hospital) through its Director and Chief of Staff.