

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 1	Administration and Organization	Effective:	December 2008
Section 1.3	Executive Officers	Revised:	October 2009
Policy 1.3.10	Vice President for Human Resources	Responsibility:	President

VICE PRESIDENT FOR HUMAN RESOURCES

Overview

The Vice President is responsible to and reports to the Senior Executive Vice President/Chief Operating Officer. He or she serves at the pleasure of the President, without fixed term, and performs such duties as are assigned by the President.

Staff Responsibilities

As a staff officer, the Vice President participates in consideration of all policies, plans, and programs of the Health Science Center. By delegation from the President, the Vice President may:

1. Represent the Health Science Center in administrative and business matters at The University of Texas System and with other external entities as appropriate.
 2. Participate in formulation of annual operating budgets and biennial legislative submissions of the Health Science Center.
 3. Represent the Health Science Center before local, state and federal agencies and legislative bodies.
 4. Recommends and implements policies and operations and monitor the performance of functions and services essential to supporting the teaching, research, and service missions of the institution.
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Line Responsibilities

As a line officer, the Vice President has general charge and responsibility for planning, staffing, managing, and operating the following areas and functions:

1. Strategic human resource planning and management.
 2. Recruitment, benefits, training, compensation, employee relations, and faculty and staff assistance and worklife programs.
 3. Administrative matters as may be assigned by the Senior Executive Vice President/Chief Operating Officer.
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**Other
Responsibilities**

The Vice President also:

1. Serves as a member of the Executive Committee of the Health Science Center and other appropriate policy-making bodies.
 2. Establishes and appoints (or authorizes the election of) ad hoc committees or councils for the Health Science Center as needed and appropriate to the responsibilities of the office.
 3. Serves on appropriate committees of The University of Texas System and at the state and federal levels.
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