

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 1	Administration and Organization	Effective:	December 2008
Section 1.3	Executive Officers	Revised:	
<b>Policy 1.3.2</b>	<b>Senior Executive Vice President/Chief Operating Officer</b>	Responsibility:	President

## **SENIOR EXECUTIVE VICE PRESIDENT/CHIEF OPERATING OFFICER**

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### **Overview**

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

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### **Staff Responsibilities**

As a staff officer, the Senior Executive Vice President/Chief Operating Officer, is responsible for leadership of the overall operations of the Health Science Center, in alignment with the vision and direction of the President. By delegation from the President, the Senior Executive Vice President:

1. Manages all business and financial operations, assuring the provision of efficient business systems and processes.
  2. Represents the Health Science Center in administrative and business matters at The University of Texas System and with other external entities as appropriate.
  3. Recommends annual operating budgets and biennial legislative submissions of the Health Science Center.
  4. Coordinates and facilitate intra- and inter-organizational business and financial activities and programs.
  5. Recommends and implements policies and operations and monitors 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 Senior Executive Vice President has general charge and responsibility for the day-to-day operations, including planning, staffing, managing, and operating the following areas and functions:

1. Financial operations including accounting, payroll, budget, purchasing, general services, and auxiliary enterprises.
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2. Human resource management including employee benefits, training, compensation, and assistance programs.
  3. Budget and fiscal planning.
  4. Facilities and Space Management.
  5. Information technology and resources.
  6. Institutional Compliance Program.
  7. Internal auditing and consulting activities.
  8. Equal Employment Opportunity and Affirmative Action Program.
  9. Legal Affairs
  10. Other business matters as may be assigned by the President.

**Other  
Responsibilities**

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The Senior Executive 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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