

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 1	Administration and Organization	Effective:	January 2002
Section 1.3	Executive Officers	Revised:	October 2009
Policy 1.3.3	Executive Vice President for Facility Planning and Operations	Responsibility:	President

EXECUTIVE VICE PRESIDENT FOR FACILITY PLANNING AND OPERATIONS

Overview

The Executive Vice President for Facility Planning and Operations 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 Senior Executive Vice President/Chief Operating Officer

Staff Responsibilities

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

1. Represent the Health Science Center before The University of Texas System officials or the Board of Regents.
 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. Provide support where appropriate to other Health Science Center administrative officers for development, philanthropic, business, and community leadership efforts.
 5. Recommend and implement 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 office, the Executive Vice President has general charge and responsibility for planning, staffing, managing, and operating the following areas and functions:

1. Administrative matters as may be assigned by the Senior Executive Vice President/Chief Operating Officer.
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2. Facilities management including utilities operations, physical plant operations and maintenance, and coordination of planning and construction of new facilities.
 3. University Police including general oversight of campus police and parking functions.

**Other
Responsibilities**

The 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) such 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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