

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 1	Administration and Organization	Effective:	June 2000
Section 1.3	Executive Officers	Revised:	October 2009
Policy 1.3.4	Executive Vice President for Business Affairs	Responsibility:	President

EXECUTIVE VICE PRESIDENT FOR BUSINESS AFFAIRS

Overview

The Executive Vice President for Business Affairs is responsible to and reports to the Senior Executive Vice President/ Chief Operating Officer. By delegation from the President, the Executive Vice President serves as the Chief Financial Officer (CFO) for the Health Science Center. 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 Senior Executive Vice President/Chief Operating Officer, the Executive 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. Recommend annual operating budgets and biennial legislative submissions of the Health Science Center.
 3. Coordinate and facilitate intra- and inter-organizational business and financial activities and programs.
 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 Executive Vice President has general charge and responsibility for planning, staffing, managing, and operating the following areas and functions:

1. Financial operations including accounting, payroll, budget, purchasing, general services, bookstore, food service, and vending services.
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2. Budget and fiscal planning.
 3. Other business matters as may be assigned by the Senior Executive Vice President/Chief Operating Officer.
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**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) ad hoc committees or councils for the Health Science Center as needed and appropriate to the responsibilities of the office.
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