

UTHSCSA HANDBOOK OF OPERATING PROCEDURES

Chapter 2	General Policies and Procedures	Effective:	April 2000
Section 2.2	Information Management	Revised:	
Policy 2.2.4	Official External Communications	Responsibility:	President

OFFICIAL EXTERNAL COMMUNICATIONS

Policy

The President's Office coordinates all requests for information from outside organizations, including:

1. Texas Higher Education Coordinating Board;
2. Office of the Governor;
3. Legislative Budget Board;
4. individual legislators including members of Congress and their staff members;
5. city;
6. county;
7. other local elected officials and their staff members; and,
8. others to whom the Health Science Center is obligated to provide institutional statistics, programmatic information, or financial information.

Faculty, staff, or students contacted by any of these offices should contact the Vice President assigned to the role of legislative liaison or the President, so that appropriate clearances through the Office of the Chancellor can be arranged. The Vice President assigned to the role of legislative liaison is the principal liaison with the Office of Governmental Relations at UT System and is in close contact with legislative activities as they occur during legislative sessions.

When requests are for reports or specific written data, faculty, staff, and students should return all such responses to the Vice President for transmittal through UT System, as appropriate. As some questionnaires and inquiries may be sent directly to various offices on campus, deans, vice presidents, directors, and chairs should remind all staff to deliver such completed questionnaires to the President's Office, regardless of

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instructions contained in the transmittal letter from the office making the inquiry. It is desirable to follow this reporting procedure so that uniform and consistent information concerning institutional matters can be supplied.
