

## **02.07 President of the System Health Science Center**

Approved May 28, 1999 (MO 101-99)  
Revised December 2, 1999 (MO 264-99)  
Revised September 26, 2008 (MO -2008)  
Next Scheduled Review: September 26, 2010



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### **Policy Statement**

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This policy provides that the Board of Regents (board) of The Texas A&M University System (system) appoints the president of The Texas A&M University System Health Science Center (HSC) who serves under the direction of the chancellor.

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### **Reason for Policy**

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This policy establishes the duties and administrative responsibilities of the president of the HSC, in addition to other duties and responsibilities delegated by the chancellor or the board.

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### **Procedures and Responsibilities**

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#### **1. GENERAL**

The president of the HSC is appointed by the board on the recommendation of the chancellor, serves under the direction of the chancellor, and has the following duties and responsibilities and such others as may be duly delegated by the chancellor or the board.

The chief executive officer (CEO) of the HSC is the president. The HSC is comprised of the Baylor College of Dentistry, the College of Medicine, the Irma Lerma Rangel College of Pharmacy, the College of Nursing, the Institute of Biosciences and Technology, the School of Rural Public Health and the Graduate School of Biomedical Sciences.

#### **2. DUTIES OF THE PRESIDENT**

Subject to, and under the general authority of the chancellor, the president of the HSC shall:

- 2.1 Administer the total program of the HSC. Recommend to the chancellor and the board the appropriate goals, purposes and role and scope for the HSC.

- 2.2 Recommend an organizational structure necessary to implement the purpose and mission of the HSC and recommend the establishment of administrative offices appropriate thereto.
- 2.3 Recommend to the chancellor the appointment of all personnel requiring appointment by the board.
- 2.4 Conduct regular periodic evaluations of each administrative officer.
- 2.5 Coordinate the planning, development and operation of all activities and programs of the HSC.
- 2.6 Develop legislative budget requests and submit to the chancellor for approval. The board will be provided with summary information for review after submission of these requests.
- 2.7 Develop annual budgets for operation and construction and submit to the chancellor for recommendation and action by the board.
- 2.8 Administer the business and financial management of the HSC. The management function includes, but is not limited to, budget preparation and implementation, financial and property accounting, the auditing of all expenditures and bills presented for payment, and the preparation of such financial reports as may be required.
- 2.9 Develop procedures and standards for personnel administration, including those for employment, wage and salary administration, pay plans and classification, termination and conditions of employment in conformity with policies, practices and procedures of the system.
- 2.10 Provide for the operation and maintenance of the physical plant, the purchase of supplies and equipment, and the maintenance of appropriate inventories and records of real and personal properties under the jurisdiction of the HSC.
- 2.11 Explain system policy to the staff and explain the HSC's program needs to the chancellor.
- 2.12 Serve as the HSC's representative with appropriate former student associations and any HSC-related development foundations.
- 2.13 Appoint all faculty members, with the approval of the chancellor.

### 3. ADMINISTRATIVE RESPONSIBILITIES OF THE PRESIDENT

The president shall provide for the following administrative functions within the structure of the HSC:

- 3.1 General supervision of all personnel employed by or assigned to the HSC.

- 3.2 General supervision of all health programs, research, health professions and graduate education. Such supervision includes, but is not limited to, recruitment of students, admissions, registration and records, academic advising, counseling, housing, scholarships and financial aid, student activities and services, placement, foreign students and the evaluation and certification of academic credit from other institutions.
  - 3.3 Development and dissemination of information concerning programs and accomplishments.
  - 3.4 Maintenance of a current rules and internal policies website for the HSC.
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## **Related Statutes, Policies, or Requirements**

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System Policy *01.03, Appointing Power and Terms and Conditions of Employment*  
<http://www.tamus.edu/offices/policy/policies/pdf/01-03.pdf>

System Policy *02.01, Board of Regents*  
<http://www.tamus.edu/offices/policy/policies/pdf/02-01.pdf>

System Policy *02.02, Office of the Chancellor*  
<http://www.tamus.edu/offices/policy/policies/pdf/02-02.pdf>

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## **Contact Office**

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