

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 1	Administration and Organization	Effective:	June 2000
Section 1.3	Executive Officers	Revised:	October 2009
Policy 1.3.6	Vice President and Chief Information Officer	Responsibility:	President

VICE PRESIDENT AND CHIEF INFORMATION OFFICER

Overview

The Vice President and Chief Information Officer is responsible to and reports to the Senior Executive Vice President/Chief Operating Officer. By delegation from the President, the Vice President serves as the principal administrative officer for information management and services for the Health Science Center. He or she serves at the pleasure of the President, without fixed term, and performs such duties as assigned by the Senior Executive Vice President/Chief Operating Officer.

Staff Responsibilities

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

1. Represent the Health Science Center on academic services and information technology activities.
 2. Coordinate and facilitate interdisciplinary academic clinical and information technology services within the Health Science Center.
 3. Represent the Health Science Center on national, regional, state and local initiatives.
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Line Responsibilities

As a line officer, the Vice President has general charge and responsibility for planning, staffing, managing, and operating the following areas and functions, which collectively are known as Information Management and Services (IMS):

1. Academic and administrative computing functions.
 2. Educational resources, including student laboratories, instructional services, television, etc.
 3. All information technology networking and infrastructure throughout the Health Science Center and remote locations.
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4. Distance learning and telehealth programs, including specialized aspects of continuing education to the health professions and the academic community.
 5. Appropriate integration of information systems and data throughout the Health Science Center.
 6. Other academic, clinical and information technology areas that involve inter-school and inter-departmental projects that have an impact on the institution, as may be assigned by the President.

Other Responsibilities

The 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.
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