

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 2	General Policies and Procedures	Effective:	April 2000
Section 2.2	Information Management	Revised:	October 2010
Policy 2.2.4	Official External Communications	Responsibility:	President

OFFICIAL EXTERNAL COMMUNICATIONS

Policy

The President's Office, through either the Vice President and Chief Financial Officer, the Vice President for Academic Administration, and the Vice President for Governmental Relations, coordinates all requests for information from outside organizations, including:

1. Texas Higher Education Coordinating Board (THECB);
2. Legislative Budget Board (LBB);
3. Elected Officials and staff (local, state, and federal), and
4. 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 outside organizations should contact the Vice President assigned to this responsibility, so that appropriate reviews and clearances, as necessary, of requested information is made through the President or the Office of the Chancellor. The Vice President assigned to the role of liaison with above outside organizations (THECB, LBB, elected officials) will have responsibility for the relevant official external communication.

When requests are for reports or specific written data, faculty, staff, and students should return all such responses to the appropriate Vice President for transmittal to the requesting party directly or through The University of Texas System, as appropriate. As some questionnaires and inquiries may be sent directly to various offices on campus, Vice Presidents, Deans, Directors, and Chairs should remind all staff to deliver such completed questionnaires to either the Vice President referenced for review and consultation with the President regardless of 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.
