



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
***Institutional Compliance***

## MEMORANDUM

**TO:** FACULTY & STAFF

**DATE:** October 19, 2010; Updated June 20, 2011

**FROM:** [Millie Johnson](#), ICO (806-743-3950)

**SUBJ:** Compliance Orientation Education

Beginning **November 1, 2010**, the Institutional Compliance Office will roll out an on-line institutional compliance orientation module which will be required for all faculty and staff, in addition to any other compliance related training that may be required.

Over the next twelve (12) months, current faculty and staff will receive an email notification around the first working day of the month (based on month of hire) which will include a hyperlink to the on-line training site and a deadline of 30 days to complete the orientation. If you do not see an e-mail in your inbox by the second business day of your month of hire, then check your junk-mail for the e-mail notification.

The Compliance Office will run a monthly report and notify supervisors of those faculty and staff who failed to complete the on-line compliance orientation within the given deadline. You may contact [Leslie Miles](#) at (806) 743-1288 if you encounter difficulties in completing the on-line compliance orientation training.