



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 10.04, **Publication of Institutional Mission Statement**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to ensure that the current institutional mission statement is accurately cited in institutional publications and on institutional websites.

**REVIEW:** This HSCEP OP will be reviewed by January 1 of each year (EY) by the vice president for academic affairs, vice president of institutional advancement and chief financial officer or designee, with recommendations for revision submitted to the president by February 1.

### **POLICY/PROCEDURE:**

#### **I. Policy.**

- A. The current and complete institutional mission statement for TTUHSC El Paso is outlined in Attachment A.
- B. The TTUHSC El Paso institutional mission statement shall appear in all publications of the institution, its schools, clinical facilities, and degree programs.
- C. The TTUHSC El Paso institutional mission statement shall be displayed prominently on, or be readily accessible from, the home page of the institutional website.

#### **II. Procedures.**

- A. The TTUHSC El Paso unit that releases a publication which contains the institutional mission statement will inform the office of institutional advancement of the publication's title on or before the date of its release.
- B. The office of institutional advancement will maintain a record of publications identified under 2(a) above.
- C. The Information Technology Department is to implement 1(c) above.