



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 10.32, Use and Secure Handling of the Presidential Seal

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to regulate use and secure handling of the presidential seal (also known as the university seal). The embossed presidential seal is, in addition to a symbol of the identity of TTUHSC El Paso, a corporate mark of identification demonstrating the authenticity of academic records, contracts, and other documents executed in the name of TTUHSC El Paso. In these regards, the integrity of TTUHSC El Paso depends on the presidential seal being used only for permissible purposes by authorized institutional officials. This policy is intended to reduce the potential for misrepresentation of TTUHSC El Paso through misuse of the presidential seal and, more specifically, to prevent academic fraud.

REVIEW: This HSCEP OP will be reviewed by September 1 of every odd-numbered calendar year by the president's designee, with recommendations for revision forwarded to the president within one month (by October 1).

POLICY/PROCEDURE:

I. Use of the presidential seal

- A. The president, or president's designee, shall approve all uses of the presidential seal.
- B. The president may designate use of the presidential seal to specific institutional officials for pre-determined administrative functions directly related to their role (for example, for the authentication of academic transcripts and other official academic records issued by the TTUHSC El Paso registrar).
- C. Except as specifically authorized by the president, use of the presidential seal to authenticate external (non-TTUHSCEP) documents is strictly prohibited.
- D. No one, other than the president, may use the presidential seal for purposes other than described above.

II. Possession and secure handling of the presidential seal embosser

- A. Responsibility for the secure storage and appropriate use of a presidential seal embosser shall be designated by the president.
- B. Presidential seal embossers shall be securely stored and used only within the following administrative areas:
 - 1) Office of the President, TTUHSC El Paso
 - 2) Office of the Registrar, TTUHSC El Paso

Under special circumstances, as may be required to expedite the processing of a specific document or set of documents, presidential seal embossers may be transported and used outside of the secure administrative areas listed above. Under such circumstances, the

presidential seal is to always remain under the direct control and monitoring of the responsible institutional official as designated by the president under section 1, paragraph B, above.

III. Lapses in possession, security, or use of a presidential seal embosser

- A. All lapses in the possession, security, or use of a presidential seal embosser are to be immediately reported to the Office of the President.
- B. Investigations into known or suspected lapses in possession, security, or use of a presidential seal embosser shall be the responsibility of the Office of the President or those as may be designated by the president.
- C. Mishandling, misuse, or diversion of a presidential seal embosser may be subject to disciplinary action, including immediate suspension from duty and/or termination of employment by TTUHSC El Paso.

IV. Loss, damage, or destruction of a presidential seal embosser

- A. Loss, damage, or destruction of a presidential seal embosser shall be immediately reported to the Office of the President, and all remains of a damaged or destroyed embosser shall be immediately returned to the Office of the President.
- B. Investigations into known or suspected loss, damage, or destruction of a presidential seal shall be the responsibility of the Office of the President or those as may be designated by the president.
- C. Loss, damage, or destruction of a presidential seal embosser may be subject to disciplinary action, including immediate suspension from duty and/or termination of employment by TTUHSC El Paso.

V. Disclaimer Statement.

TTUHSC El Paso reserves the right to interpret, change, modify, amend or rescind any policy in whole or in part at any time without the consent of employees.