Opp 34.27: TTU International Centers

DATE: August 21, 2013

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to enable more students to participate in TTU international center programs by ensuring that those programs are:

1. Student-centered;

2. In conformity with standards of safety and responsibility in study abroad as established by recognized international education professional organizations (e.g., NAFSA: Association for International Educators; the Forum on Education Abroad), the Texas Higher Education Coordinating Board, the Texas Administrative Code, and TTU operating policies and procedures; and

3. Operated by all TTU academic units in a manner that meets certain operation and program standards.

REVIEW: This OP will be reviewed in June of odd-numbered years by the director of Study Abroad who will coordinate revisions within the Office of International Affairs (OIA), with the vice chancellor and general counsel, the senior vice provost, and the International Affairs Council. The Handbook for TTU International Centers referenced throughout this OP will be drafted by the Study Abroad Office and cleared by the International Affairs Council.

POLICY/PROCEDURES

1. Establishing New TTU International Centers

a. A TTU international center is a site where TTU has a continuous presence. It is the focus of Texas Tech academic activity in the country/region in which it is established. It should serve all academic departments that would benefit from teaching a semester or summer program in the location. A language component is an integral part of a TTU international center.

b. Proposals to establish a TTU international center should be coordinated with the director of Study Abroad and presented to the International Center Advisory Board (see section 7 below) for review. With the concurrence of the vice provost for international affairs (VPIA), the proposal will be presented to the provost and senior vice president (PSVP) for final approval. If approved, the OIA and the appropriate faculty member(s) and/or department(s) will work together to develop and implement the program as specified in this OP and in the Handbook for TTU International Centers.

c. Proposals must ensure that the center complies with all legal and other requirements for operating in the host country. The PSVP will issue a designation of authority for each center.
specifying who can sign leases, contracts, and other documents committing funds on behalf of TTU as outlined in existing state and TTU regulations. See the Handbook for TTU International Centers.

2. Closing a Texas Tech International Center

The International Center Advisory Board (see section 7 below), in consultation with the appropriate academic unit(s), the director of Study Abroad, and the VPIA, will monitor the viability of international centers and may recommend closure if deemed necessary. Detailed procedures for closing a center are found in the Handbook for TTU International Centers.

3. The TTU International Center Resident Director

a. The TTU center resident director’s role is multi-faceted. Details of his/her role may be found in the Handbook for TTU International Centers. Resident directors are expected to have legal status in the country in which the center operates and be at the center whenever programs are in session. No resident director may have any financial involvement with any party providing goods or services to a Texas Tech center. Unless otherwise authorized, the resident director is responsible for his/her housing and living expenses; student monies may not be used to cover these expenses.

b. The TTU center director is responsible for the programs conducted at the center. Basic responsibilities include, but are not limited to, planning all program components (housing, excursions, and orientation), counseling and discipline, fiscal responsibility for the center, and maintaining close relations with the TTU campus in Lubbock.

c. The center director is supervised by the VPIA to assure compliance with university-wide policies, procedures, and objectives.

4. Other TTU International Center Staff

a. The staff at a TTU international center has a multi-faceted role. Permanent staff members are expected to have legal status in the country in which the center operates and be at the center whenever programs are in session. No staff member may have any financial involvement with any party providing goods or services to a Texas Tech center. Unless otherwise authorized, the staff member is responsible for housing and living expenses; student monies may not be used to cover these expenses. Staff may choose insurance coverage through Texas Tech or local coverage, but they may not be compensated by Texas Tech for both.

b. The TTU center staff are responsible for assisting with the programs conducted at the center as directed by the center resident director.

c. The TTU center staff are supervised by the TTU center resident director to assure compliance with university-wide policies, procedures, and objectives.

5. Student Services Regional Coordinator

Oversight of the student services offered at a TTU center will be the responsibility of the student
services regional coordinator. Each of the following geographic regions will have a coordinator when a center is established: Europe, Asia, the Middle East, Africa, and Latin America. Details of the student services coordinator responsibilities may be found in the Handbook for TTU International Centers.

6. Texas Tech International Center Coordinators

Texas Tech center coordinators resident in the OIA are supervised by the director of Study Abroad and evaluated jointly by the director of Study Abroad and the resident director of the appropriate TTU center. Coordinator responsibilities are detailed in the Handbook for TTU International Centers.

7. The Office of International Affairs (OIA)

The OIA responsibilities include, but are not limited to working with colleges/departments to establish new TTU international centers; maintaining fiscal oversight of the center; overseeing the center coordinators; and providing support for the staff and students of the centers. Details are outlined in the Handbook for TTU International Centers.

8. TTU International Center Advisory Board

The OIA, in consultation with the appropriate academic unit(s) shall establish a TTU International Center Advisory Board. Members of the board should have an interest in the curriculum and issues related to international education. Responsibilities of the board include reviewing center operations, academic programs, and enrollment; developing future goals and objectives; and making recommendations as appropriate. The following persons will be core members of the international center board: the director of Study Abroad; the faculty-led program coordinator; the center directors (when in Lubbock); the chair of Classical and Modern Languages & Literatures (CMLL); the center coordinators resident in Lubbock; a representative of the Dean of Students Office, and the associate vice provost for academic affairs. Other members will be appointed based on each center’s programs and course offerings.

9. Programs at TTU International Centers

   a. Texas Tech academic programs at a Texas Tech international center will be semester-long programs or faculty-led programs. Either the resident director or designee approved by the director’s supervisor must be on site for all programs to provide logistical and administrative support. Details about such support may be found in the Handbook for TTU International Centers.

   b. Academic programs from other institutions for which a TTU international center provides logistical support may be semester-long or short-term programs. All support will be clearly delineated in a contract between the TTU center and other institution, to be approved by TTU Purchasing and Contracting. See the handbook for details.

10. Financial Procedures at TTU International Centers

   a. Fiscal oversight for the TTU international centers rests with the Office of International Affairs. The center budget will be submitted on an annual basis no later than January 31 for the following academic year. The budget will be coordinated among the resident director, the
director of Study Abroad, and the TTU center coordinator and approved by the VPIA. Projected expenditures may not exceed projected income. Projected income may exceed projected expenditures by a minimal amount to cover contingencies (e.g., exchange rate fluctuations). Reserve funds may not exceed one year of operating expenses and will be maintained in the operations FOP.

b. All TTU international centers will have four TTU FOPS that correspond to bank accounts on site to handle collection and transfer of monies. Bank accounts must be in the name of the TTU center and may not, in any way, be a personal account for any TTU employee or staff member. These accounts will be operations, student services, course fees, and summer programs. Details for the structure and functioning of these accounts may be found in the Handbook for TTU International Centers.

c. Contracts for the leasing of space for a TTU center must be processed by OIA through the TTU Purchasing and Contracting office. The resident director and staff may not have any involvement, directly or indirectly, in providing goods and/or services to the TTU center.

11. Faculty at TTU International Centers

a. Texas Tech faculty are encouraged to teach at a Texas Tech center. Programs taught during the summer are faculty-led programs and will follow the OP for faculty-led study abroad programs (OP 34.26). The center coordinator and the faculty-led program coordinator will assist faculty in planning their program(s). The Handbook for TTU International Centers details faculty (see section 10) and coordinator (see section 5) responsibilities.

b. Faculty proposals to teach semester courses will be reviewed by the TTU International Center Advisory Board. The Handbook for TTU International Centers details faculty and coordinator responsibilities.

12. TTU Student Participation at TTU International Centers

In order to participate in a TTU center program, students must meet TTU study abroad eligibility requirements (see OP 34.20). Prior to departure, students participating in Texas Tech center programs must attend pre-departure orientation and complete all requirements as established by the Office of International Affairs. During the program, student behavior must conform to the TTU Code of Student Conduct and local law and custom. Details of student responsibilities are outlined in the Handbook for TTU International Centers. Students who do not conform to those policies may be removed from the program and the center with loss of academic credits and the fees they paid.

13. Safety and Security at a TTU International Center

a. The resident director is responsible for establishing local procedures to address on-site safety and security concerns. These procedures include, but are not limited to, creating an emergency action plan and establishing who has access to the center.

b. See OP 34.20 for procedures regarding the decision to suspend a TTU international center program for safety/security concerns.
14. Medical, Mental Health, and Safety Emergency Procedures

a. See OP 34.20 for emergency procedures.

b. All students participating in TTU international center programs will be covered by health, accident, emergency evacuation and repatriation insurance. See the handbook for details.

c. Medical, mental health and safety emergencies occurring at a TTU center must be dealt with promptly and compassionately. Appropriate care should be sought immediately. The Office of International Affairs is the entity on the Lubbock campus that should be contacted first because it coordinates the overall response, and should be contacted as soon as possible within 24 hours. Emergency procedures are found in OP 34.20.

Attachment: Handbook for TTU International Centers