



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

**OP 10.17: International Affairs Council**

**DATE:** May 29, 2019

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to define the role, responsibility, and membership of the TTU International Affairs Council.

**REVIEW:** This OP will be reviewed in October of odd-numbered years. The Vice Provost for International Affairs will coordinate substantive revisions with all other principals and will forward such recommended revisions to the Provost and Senior Vice President (PSVP).

**POLICY/PROCEDURE**

**1. Role**

The Texas Tech University International Affairs Council (IAC) shall serve as an advisory board for TTU's international programs by functioning as the conduit between the Office of International Affairs and TTU's academic, operational, and administrative units regarding TTU's global initiatives and helping develop and recommend policies to the TTU PSVP and President on international programs and campus internationalization.

**2. Responsibilities**

The IAC shall be the key body for recommending, developing, reviewing, and implementing, after approval by the TTU administration, TTU's policies and procedures related to all aspects of:

- a. International student and scholar programs;
- b. Education abroad programs;
- c. TTU's international campuses and centers;
- d. International agreements between TTU and foreign institutions;
- e. Multidisciplinary international research projects involving the Office of International Affairs; and
- f. International travel/per diem practices, including the security of international travel.

In addition, the IAC shall serve as the conduit for providing information on international programs between the Office of International Affairs and other relevant TTU organizations to ensure a central repository of data on global engagement.

### 3. **Membership**

While the IAC's role is advisory, its membership should be composed of senior representatives who can authoritatively represent their organizations on all matters related to TTU's global activities. The IAC will consist of the following individuals:

- a. One representative from the Office of the President;
- b. One representative and one alternate from each college (at the dean or the associate dean level)
  - College of Agricultural Sciences & Natural Resources
  - College of Architecture
  - College of Arts & Sciences
  - Jerry S. Rawls College of Business Administration
  - College of Education
  - Edward E. Whitacre Jr. College of Engineering
  - Honors College
  - College of Human Sciences
  - TTU Libraries
  - College of Media & Communication
  - J.T. & Margaret Talkington College of Visual & Performing Arts
  - Graduate School
  - School of Law
- c. One representative from the Office of the Vice Provost for Undergraduate Education and Student Affairs;
- d. One representative from the Office of the Chief Financial Officer and Vice President for Administration & Finance;
- e. One representative from the Office of the Vice President for Research; and
- f. The Vice Provost for International Affairs.

### 4. **Chairperson**

The Vice Provost for International Affairs or, in their absence, the Director for International Programs will represent the PSVP and serve as chairperson;

### 5. **Appointment**

The members of the council will be appointed by September 1 of each year.

- a. The President will appoint the member representing the Office of the President annually.
- b. Vice presidents and deans will nominate members to represent their areas to the PSVP annually.

- c. All appointed members shall serve one-year terms and may be reappointed without limit. Members will continue to perform their responsibilities until a replacement is in place.

**6. Operating Procedures**

The council shall develop its operating procedures under the direction of the chair, who will send copies of all minutes and reports to all members of the council, deans, vice presidents, the PSVP, and the President.