



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 30.04: Texas Tech University Councils

DATE: September 12, 2018

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to define the role, responsibility, and membership of the Academic, Distributed Learning, Graduate, Honors and Awards, International Affairs, Provost, Research Advisory, and Strategic Planning Councils.

REVIEW: This OP will be reviewed in April of even-numbered years by the Senior Vice Provost (SVP) with substantive revisions presented to the Provost and Senior Vice President (PSVP).

POLICY/PROCEDURE

1. Academic Council

The Academic Council serves in an advisory capacity to the PSVP on academic matters. The council provides leadership in determining academic policies, procedures, and priorities. Among a variety of issues, the council considers requests for new academic programs and recommends course additions, changes, and deletions.

The Academic Council is composed of the Vice Provost for Academic Affairs, Vice Provost for eLearning and Academic Partnerships, Vice Provost for Institutional Effectiveness, Associate Vice Provost for Student Affairs, Associate Vice Provost for University Programs Student Success, associate deans from each school and college the Associate Athletics Director for Academic Services, and representatives from the Center for Campus Life, the Registrar, Institutional Research, Official Publications, International Affairs, Library, Museum, and the Vice President for Research. The Faculty Senate, the Staff Senate, and the Student Government Association appoint a representative each year as a member of the Academic Council. The SVP chairs the council.

2. eLearning Council

The eLearning Council shall serve in an advisory capacity to the provost regarding matters related to distributed learning. The Council provides leadership in determining academic policies, procedures, and priorities concerning distributed learning. The Council also reviews proposals for distance and off-campus degrees, certificate programs, minors and concentrations.

Voting members shall consist of appointed representatives of Agricultural Sciences & Natural Resources; Architecture; Arts & Sciences; Business Administration; Education; Engineering; Graduate School; Honors; Human Sciences; Media & Communication; Visual & Performing Arts; Law School; Library; as well as representatives of Student Affairs and University Programs and College Success, the Director of the TLPDC, one Information Technology representative,

and the Regional Site Directors. The Council is chaired by the Associate Vice Provost for eLearning.

Ex-officio members include a representative each from the Provost's Office, Institutional Research, TTUHSC, Office of Planning & Assessment, Faculty Senate, and the Registrar's Office.

3. **Graduate Council**

The Graduate Council serves in an advisory capacity to the PSVP on graduate education matters. The council provides leadership in approving proposed graduate courses, recommending membership on the graduate faculty, recommending students for doctoral candidacy, setting admissions standards, and recommending other policies to advance the quality of graduate education at Texas Tech University.

The Graduate Council is composed of the Graduate Dean and associate deans, the vice provost, representatives from each college and the Law School, and representatives from the Health Sciences Center. The Faculty Senate appoints a representative each year as a member of the Graduate Council. The Graduate Dean chairs the Council.

4. **Honors and Awards Council**

The Honors and Awards Council (1) makes recommendations for methods and procedures that will provide for recognition and awards for personnel who have earned distinction for service and achievement; and (2), when asked, reviews nominations and recommend recipients for specific awards and honors.

Appointments will be made by the President from nominations received and under standard procedures. Terms of service are three years for faculty and one year for the student. Faculty may be reappointed to consecutive terms if the first term was to fill a vacancy (portion of a term). The Council will elect its chairperson annually from the faculty members who are in the final year of term of service.

5. **International Affairs Council**

The International Affairs Council serves as the conduit between campus units for the university's global initiatives and develops policies on international programs and campus internationalization.

The International Affairs Council is composed of:

- 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);
- c. One representative from the Office of the Vice Provost for Undergraduate Education and Student Affairs;
- d. One representative of 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 and the Associate Vice Provost for International Programs.

The Vice Provost for International Affairs or, in her/his absence, the Associate Vice Provost for International Programs will serve as chairperson.

6. **Provost Council**

The Provost Council provides leadership in determining academic policies and procedures and recommends requests for new degree programs. This body is also active in developing long-range plans for the university.

The Provost Council has as members the deans of the schools, colleges, and libraries; the SVP; vice provosts and associate vice provosts; the Vice President for Administration & Finance and Chief Financial Officer, the Vice President for Research; the Associate Vice President for Information Technology and CIO; the Senior Associate Vice President for Enrollment Management; the President of the Faculty Senate; the Chair of the Executive Committee of the Teaching Academy; and the Managing Director of Communications and Marketing. The PSVP chairs the Council.

7. **Research Advisory Council**

The Research Advisory Council (RAC) is a formal standing council of Texas Tech University (TTU), and its principal mission is to provide advice and input to the Vice President for Research (VPR). The purpose of the RAC is to help and assist the VPR and the institution in meeting research, creative activity, and scholarship strategic priorities, particularly as they relate to the Strategic Plan for TTU and the Strategic Plan for Research. The RAC is a representative body with voting members appointed from each college or school and additional members appointed representing libraries and research centers.

The RAC is chaired by the Vice President for Research.

The Research Advisory Council is composed of:

- a. Associate deans for research for all colleges, schools, and libraries;
- b. The director of a large center or institute representing all centers and institutes;
- c. The Senior Associate Vice President for Research representing the Office of Research Services;
- d. The Associate Vice President for Research for Research Integrity;
- e. A representative of the Office of the Provost and Senior Vice President, ex officio;
- f. The TTUHSC Associate Vice President for Research, ex officio;
- g. A representative of the Faculty Senate, ex officio;

- h. Members of the VPR's senior management team, ex officio;
- i. A representative of the Office of Research, Technology Commercialization, and Federal Relations, ex officio; and
- j. The Dean of the Graduate School, ex officio.

8. Strategic Planning Council

The Strategic Planning Council reviews ongoing efforts toward Texas Tech University's strategic planning goals and accomplishments. The Council annually reports its assessments to the President by June 1. The Council may suggest revisions to the University's strategic plan and assessment procedures. The President has final authority to direct, control, or supervise the activities relating to the university's strategic planning efforts.

Members of the Strategic Planning Council will be appointed by the President, in consultation with the Provost, on an ad hoc basis. Representation of key faculty, student, and staff interests will be considered in appointing members. There will be no requisite number of members nor length of membership. The Provost is to serve as chairperson of the Strategic Planning Council.