September 19, 2016

Dear Faculty

As you know, President Schovanec has signed an agreement with the Promerica Group to start the planning of a new international campus in San Jose, Costa Rica - Texas Tech University Costa Rica (TTU-CR). Once approved by the Southern Association of Colleges and Schools' Commission on Colleges, TTU-CR will offer students in Central America an opportunity to earn credits necessary for undergraduate or graduate degrees. Some aspects of establishing the campus are already underway, such as developing the framework agreement, preliminary budgeting, and degree offerings. To fully establish the campus, we need to have in place its new Program Director. When the TTU-CR campus becomes operational, a resident TTU Academic Dean position will be established in Costa Rica. Although that position is distinct from the Program Director position, the Program Director may request consideration for the Academic Dean position when it is established.

With this message, I personally want to call your attention to our on-campus search that is now open for the TTU-CR Program Director position. For this position, we are seeking a tenured member of the faculty, with Spanish language proficiency, who will devote half time to this administrative appointment, while remaining half time in their home department. The TTU-CR Program Director will serve during planning and implementation stages of the project from the current time until such time as a Dean is hired (estimated to occur a minimum of 6 months before the first classes are offered at TTU-CR campus).

Reporting to the Associate Vice Provost for International Programs and interfacing with other senior members of the university administration, primary responsibilities of the Program Director will be to:

1. Serve as single point of contact at TTU — Lubbock for all TTU offices engaged in the TTU-CR project to ensure that project planning and implementation proceeds in accord with the contract established between TTU and its Costa Rica partners;
2. Coordinate initial academic program offerings as well as assuring that all necessary accreditation and compliance requirements are addressed through liaison with all concerned offices, including but not limited to: colleges and academic departments; vice provosts and associate vice provosts overseeing planning and assessment, information technology, undergraduate education and student affairs, and academic affairs;
3. Oversee document flow, information exchange, planning and hosting meetings, among TTU stakeholders;
4. Coordinate inbound and outbound travel related to project, and meetings related to such travel;
5. Prepare progress reports and presentations as appropriate to keep senior TTU administrators apprised of progress or impediments;
6. Liaise with Costa Rican partner(s) to facilitate communication flow between Costa Rica and TTU offices as required;
7. Accompany TTU groups traveling to Costa Rica as necessary;
8. Support Costa Rican partner(s) in exploring internship possibilities for TTU-CR students and research opportunities for TTU faculty (for when the campus becomes operational);
9. Stay current on the safety/security environment within Costa Rica;

For more information and to apply for the position, visit www.workattexastech.com, click on Current Employee, then Texas Tech University Employee, and search for req.# 8778BR. Applications will be accepted through October or until a suitable candidate is identified.

Sincerely,

Michael Galyean
Interim Provost
Paul Whitfield Horn Professor