OP 30.04: Texas Tech University Councils

DATE: November 19, 2013

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 odd-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-related matters. The council provides leadership in determining academic policies, procedures, and priorities. The council considers requests for new degree programs and recommends course additions, changes, and deletions.

The Academic Council is composed of the SVP, the vice provost, the vice provost for undergraduate education and student affairs, associate deans from each school and college, the director of the Center for Campus Life, the registrar, Institutional Research and Information Management, 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. Distributed Learning Council

The Distributed Learning 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 and certificate programs.

Voting members shall consist of appointed representatives of Agricultural Sciences and Natural Resources; Architecture; Arts and Sciences; Business Administration; Education; Engineering; Graduate School; Honors; Human Sciences; Media and Communication; Visual & Performing Arts; Law School; and Library; as well as representatives from the Office of the Provost: Division of Undergraduate Education and Student Affairs. The council is chaired by the vice provost for extended and distance learning.
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 an advisory board and assists in developing and recommending policies for the university's Office of International Affairs.

   The International Affairs Council is composed of:

   a. Representatives of the colleges and schools of the university and the Center for Campus Life, appointed by the respective deans;

   b. Three student members appointed by the president of the Student Government Association, at least one of whom shall be a graduate student, one an international student, and one a member of the Student Senate;

   c. Three representatives of the Office of International Affairs, including ex officio, the vice provost for international affairs, the director of Study Abroad, and, ad hoc, one other director whose area of responsibility will be under discussion;

   d. A representative of the Faculty Senate; and

   e. A representative of the Office of the PSVP, ex officio.

   The vice provost for international affairs chairs the council.
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 is composed of the PSVP, the deans of the schools, colleges, and libraries, the SVP, vice provosts and associate vice provosts, the vice president for administration and 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 associate vice president for research for faculty professional development.

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 advises the president of Texas Tech University in the development and supervision of the university’s strategic planning efforts. The council will consider matters pertaining to strategic planning, including an ongoing review of and suggested revisions to the university’s strategic plan and the university’s assessment procedures. The council shall provide an annual report to the president summarizing the university’s strategic planning efforts. The report will be submitted June 1. The president has final authority to direct, control, or supervise the activities relating to the university’s strategic planning efforts.

a. The Strategic Planning Council shall be comprised of 13 voting members as follows:

   (1) Four members shall be from the faculty of the university. The Faculty Senate will be asked to nominate individuals.

   (2) Three members shall be from the staff of the university. The Staff Senate will be asked to nominate individuals.

   (3) Three deans of colleges and schools shall be appointed by the provost.

   (4) One member shall be from the undergraduate student body at Texas Tech. The Student Senate will be asked to nominate an individual.

   (5) One member shall be from the graduate student body at Texas Tech. The Graduate Student Senate will be asked to nominate an individual.

   (6) One member shall be from outside the university community.

b. The Strategic Planning Council shall include non-voting ex-officio members as follows:

   (1) Provost and senior vice president, who serves as the chairperson;

   (2) Vice provost for planning and assessment;

   (3) Managing director of Institutional Research and Information Management;

   (4) Chief of staff to the president;

   (5) Vice president for research;

   (6) Senior vice president for enrollment management;

   (7) Senior vice president for institutional diversity, equity, and community engagement;

   (8) Vice president for administration and finance and chief financial officer; and

   (9) Other representatives to be appointed by the provost who have direct responsibility for an institution-wide strategic plan goal or benchmark.

The president, in consultation with the provost and senates, will make all appointments of members to the council. The president shall consider all nominations; however, appointments are
not limited to those nominated. Terms for all appointments are two years, except for the student members, who will serve one-year terms. Terms end on August 31. Members may be reappointed. The provost serves as the chairperson of the Strategic Planning Council.