



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 10.26, **International Affairs Council**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to define the role, responsibility, and membership of the TTUHSC International Affairs Council.

REVIEW: This HSC OP will be reviewed on October 1 of each even-numbered year (ENY) by the Vice President for International and Multicultural Affairs, with recommendations for revisions forwarded to the President by November 15.

POLICY/PROCEDURE:

1. **Role.**

The Texas Tech University Health Sciences Center International Affairs Council (IAC) shall serve as an advisory board and assist in developing and recommending policies to the president of TTUHSC related to international programs and all aspects of campus internationalization.

2. **Responsibilities.**

The IAC shall ensure campus standardization across campus of:

- a. Policies and procedures for the implementation of TTUHSC international activities including study abroad programs, international electives, faculty exchange programs, institutional MOUs, etc;
- b. Policies and procedures related to the safety and security of all persons traveling abroad;
- c. Preparatory orientation of all participants in international programs;
- d. Budgeting practices for international programs; and
- e. International travel/per diem practices.

In addition, the IAC shall serve as the conduit for providing information on international programs to ensure a central repository of data on internationalization. The IAC will be advisory and will not have final authority to direct, control, or supervise any activities related to the operations or activities of the institution.

3. **Membership.**

Members of the council are expected to have demonstrated a consistent interest in and support for creating and continuously improving programs at TTUHSC.

The IAC membership will consist of the following individuals:

- a. Vice president for International and Multicultural Affairs;
- b. One representative and one alternate from each college (at the associate dean level);
- c. One representative from the Office of Student Affairs;

d. One representative from the Student Government Association.

4. **Appointment.**

a. Deans will nominate members to represent their areas to the president.

b. All appointed members shall serve one-year terms and may be reappointed at the discretion of the dean. Members will continue to perform their responsibilities until a replacement is in place.

5. **Chairperson.**

The Vice President for International and Multicultural Affairs will chair the IAC.

6. **Operating Procedures.**

The council shall develop its operating procedures under the direction of the chair. Copies of all minutes and reports will be provided to all members of the council and sent to the president and deans.