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 Director of the Office of Global Health, with recommendations for revisions forwarded to the President by November 15.

POLICY/PROCEDURE:

1. Role.

The Texas Tech University Health Sciences Center (TTUHSC) 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 institutional standardization across campuses of the following:

a. Policies and procedures for the implementation of TTUHSC international activities including international programs, electives, and rotations; faculty exchange programs, institutional agreements relating to international programs, 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; and

d. Budgeting practices for international programs.

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

3. Membership.

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

The IAC membership will consist of the following individuals:

a. Director of the Office of Global Health;

b. Executive Vice President for Academic Affairs;

c. One representative and one alternate from each school, as appointed by the respective dean

d. One representative from the Office of Student Affairs;
e. One representative from the Office of General Counsel;
f. One representative from the Student Government Association;
g. Other members as deemed appropriate as determined by the Director of the Office of Global Health.

4. **Term**

All appointed members shall serve a two-year term and may be reappointed. Members will continue to perform their responsibilities until a replacement is in place.

5. **Chairperson.**

The Director of the Office of Global Health 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. IAC members are expected to regularly share updates with their respective leadership regarding the activity of the IAC.