



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 10.26, **International Affairs Advisory Board**

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 Advisory Board.

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, Academic Affairs and Curriculum Committee, and Academics Council 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 Advisory Board (IAAB) shall serve as an advisory board and assist in developing and recommending policies to the Provost and President of TTUHSC related to international programs, global engagement, and all aspects of campus internationalization.

2. Responsibilities.

The IAAB shall ensure institutional standardization across campuses of the following:

- a. Policies and procedures for the implementation of TTUHSC international initiatives including but not limited to international programs, electives, and rotations; faculty exchange programs; visiting international students; institutional agreements relating to international programs and initiatives; global learning virtual exchange, 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 IAAB shall serve as the conduit for providing information on international programs and initiatives to ensure a central repository of data on internationalization. As the IAAB 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 and initiatives.

3. Membership.

Members of the IAAB are expected to have demonstrated a consistent interest in and support for creating and continuously improving international programs and initiatives at TTUHSC. Additionally, they are expected to be an active liaison between the IAAB and their respective division/school that they may represent, ensuring that appropriate input and communication is provided relating to activities of the IAAB.

The IAAB membership will consist of the following individuals:

- a. Director of the Office of Global Health;
- b. Vice Provost for Academic Affairs and Integrated Learning;

- 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. One representative from the Office of the President, Division of Institutional Excellence and Culture; and
- h. 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 identified.

5. **Chairperson.**

The Director of the Office of Global Health will chair the IAAB.

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. IAAB members are expected to regularly share updates with their respective leadership regarding the activity of the IAAB.