

## **International Affairs Committee**

### **Procedures**

#### **I. NAME**

The international Affairs Committee shall be the name of the committee.

#### **II. PURPOSE**

The purpose is to advise the President in all matters concerning International Affairs at Tennessee Technological University.

#### **III. THE SPECIFIC RESPONSIBILITIES OF THE COMMITTEE ARE:**

- A. To serve a monitor in the following areas: services, policies, and procedures (recruitment, admission, evaluation of transcripts, granting of transfer credit) relating to International Students.
- B. To review recommendations made by any individual or group affecting international affairs in the above areas.
- C. To refer recommendations to the appropriate University committees at the request of the President of the university.
- D. To report to the President all matters related to International Affairs.
- E. To submit annual report to the University Assembly.
- F. To consider any other matters referred by the President relating to International Affairs.

#### **IV. MEMBERSHIP**

The Committee shall consist of the following members, appointed by the President.

- A. Faculty/Staff – Fourteen members
- B. Students – Four students
  1. Two international students
  2. Two U.S. students
- C. Terms of Office
  1. Members, with the exception of students, shall serve three-year terms effective at the beginning of the fall semester. There will be no restrictions to how many terms a member may serve.
  2. Students will serve one-year terms subject to renewal.
- D. Appointments
  1. In the event of vacancy, the member of the Committee will recommend a replacement to the President. Selection criteria will be determined at the time the vacancy occurs.
  2. Appointments will be recommended to the President prior to the beginning of the fall semester.
- E. Responsibilities of Members  
Members are expected to serve as follows:
  1. Be present to all regularly scheduled or called meetings whenever possible.
  2. Inform the chairperson if member cannot be present at a meeting. A member may designate a representative to attend in his/her place.
  3. Inform themselves as fully as possible prior to the meeting of all matter on the agenda.
  4. Serve on subcommittees/task forces, as necessary.
  5. Contribute to and participate in the work of the committee.

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#### **V. OFFICERS**

A. Chairperson – The Chairperson shall be elected annually from the Committee membership at the last meeting of the academic year. The Chairperson shall:

1. Preside at all meetings or designate another member to preside.
2. Prepare a tentative agenda for each meeting for distribution to the membership.
3. Cause minutes to be prepared and distributed to the membership.
4. Call special meetings when necessary.
5. Appoint subcommittees as required.
6. Invite guest to participate in discussion of matters before the committee when such action is deemed desirable.

B. Executive Officer- The Director of International Education shall serve as Executive Officer and provide staff support services.

#### **VI. MEETINGS**

A. There shall be at least one to three scheduled meetings during the academic year. The date and time for such meetings shall be included in the administrative calendar.

B. Any member may submit items to the Chairperson for inclusion on the agenda at least five working days prior to the meeting.

C. One-half of the current membership shall constitute a quorum.

#### **VII. PARLIMENTARY AUTHORITY**

The rules contained in the current edition of Roberts Rules of Order shall govern the International Affairs Committee in all cases to which they are applicable and in which they are not inconsistent with these procedures.

#### **VIII. AMENDMENT OF PROCEDURES**

These procedures can be amended at any time by the majority vote of the members and are subject to the approval of the President.

#### **IX. EFFECTIVE DATE OF IMPLEMENTATION**

These procedures shall be effective immediately upon approval of the President.

Approved by Administrative Council January 27, 2021