



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 10.26, **Global Health Council**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure is to define the role, responsibilities, and membership of the TTUHSC El Paso Global Health Council.

**REVIEW:** This HSCEP OP will be reviewed by October 15 of each even-numbered year (ENY) by the Senior Director of the Office of Diversity, Inclusion, and Global Health, with recommendations for revisions sent to the Office of the Provost/VP and the President by November 15.

### **POLICY/PROCEDURE:**

#### **1. Role.**

The Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Global Health Council (GHC) shall serve as an advisory board and assist in developing and recommending policies and initiatives to the Provost of TTUHSC El Paso related to global health programs and related activities.

##### **a. Advisory Role to Entire Campus Community**

This Council shall serve as an advisory body and maintain open communication with all groups on campus with interests in global health.

Representatives from global health-related groups on campus will be invited to provide updates on activities to the GHC.

#### **2. Responsibilities.**

The GHC shall ensure institutional standardization across campuses of:

- a. Policies and procedures related to TTUHSC El Paso global health activities, including but not limited to research and clinical programs, student electives, student and resident physician rotations, faculty and student exchange programs, and institutional memoranda of understanding.
- b. Policies and procedures related to the safety and security of all persons traveling abroad.
- c. Preparatory orientation of all participants in global health programs.
- d. Budgeting practices for global health programs.

The GHC also shall serve as the repository and conduit for information on global health programs to TTUHSC El Paso faculty, staff, and students.

The GHC 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 GHC will be committed to the improvement of global health programs at TTUHSC El Paso.

a. The Council shall include:

1. A minimum of three (3), but no more than four (4) (medical, nursing, and/or graduate school) students.
2. A minimum of two (2), but no more than four (4) staff representatives.
3. A minimum of one (1), but no more than three (3) resident physician representatives.
4. A minimum of six (6), but no more than ten (10) faculty representatives.
5. The Senior Director for the Office of Diversity, Inclusion, and Global Health shall be ex-officio, non-voting members of the GHC.

b. Eligibility as a Council Member:

1. Full-time faculty, staff, residents, or students of the Paul F. Foster School of Medicine (PLFSOM), the Gayle Greve Hunt School of Nursing (GGHSON), or the Graduate School of Biomedical Sciences (GSBS).
2. Faculty or staff members must have 12 months of continuous service in a permanent position within TTUHSC El Paso and be in good standing prior to their appointment.
3. Enrolled students must be in good academic standing prior to being appointed and throughout their term of service.
4. Exceptions to these eligibility requirements mentioned above may be granted by the Provost.
5. Council membership terminates upon leaving TTUHSC El Paso.
6. Leadership structure:
  - a. Appointed Chair will preside over the GHC for the inaugural term, and will be elected thereafter.
  - b. The Executive Leadership of the Council will consist of the current Chair, Immediate Past Chair, and Chair-Elect.

c. Term Limits

1. Faculty and staff members will be appointed for a minimum of a 2-year term beginning on August 1 with one third of members replaced each year. Replacement of members will be staggered so as to ensure a group of more established members along with newer members. Members will be eligible for additional appointment terms, not to exceed 3 consecutive terms.
2. Student and resident members will serve a 1-year term with the option of extending this for a second year.
3. The inaugural Chair will serve a 2-year term, after which the Chair will serve for a 1-year term.

#### 4. **Rules of Procedure.**

The GHC shall develop rules of procedure under the direction of the Chair. Rules will include details regarding appointment of members, executive leadership roles, elections, and conduct of business. Copies of all minutes and reports will be provided to all members of the council and to the Office of the Provost.