CAMPUS ADMINISTRATIVE POLICY JUSTIFICATION

Policy Title: Oversight of University-Related International Travel
Policy Number: 1036  Functional Area: Academic and Faculty Affairs

Date Submitted: October 4, 2019
Proposed Action: Approve Revision
Brief Description: This policy outlines the oversight responsibility of the Office of International Affairs for all international travel undertaken under the auspices of the University of Colorado Denver | Anschutz Medical Campus.

Desired Effective Date: January 1, 2021
Responsible University Officer: Provost and Executive Vice Chancellor for Academic and Student Affairs
Responsible Office: Office of International Affairs
Policy Contact: Joanne Wambeke
Last Reviewed/Updated: January 1, 2013
Applies to: Anschutz Medical Campus
Denver Campus
South Denver Location

Reason for Policy: This policy charges the Office of International Affairs with oversight of all international travel taken under the auspices of the university and defines the roles of the International Risk Management Committee (IRMC) and the Office of Global Education with respect to university international travel.

I. REASON FOR PROPOSED ACTION

This policy was reviewed in conjunction with two additional international travel-related policies for employees and students. These policies are now referenced in this policy in section B.4. and in the notes section.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

Provost (2-1-21)
Vice Provost (L. Bowman, 1-2-20)
Legal (C. Puckett, 3-25-20)
Deans (12-18-19)
University Risk Management (F. Perry, L. Smith, P. Brodnik, 10-3-19)
AVC of International Affairs (A. Jones, 10-3-19, 1-16-20)
AVC for Human Resources (C. Brownawell, 11-8-19)
AVC for Academic Operations (N. Viveiros, 11-8-19)
Office of Global Education (J. Tharp, S. Hamidi, E. Wheeler, N. Herrin, 10-3-2019)
Director, Student Life (T. Watts, 10-3-2019).
Emergency Management (M. Bear, 10-21-19)
Faculty Assembly CU Anschutz (11-13-19)
Faculty Assembly CU Denver (11-13-19)
ASAL (11-13-19)
ADASG (11-13-19)
Associate Director, International Operations (J. Wambeke, ongoing involvement)
Academic Planning Coordinator (M. Heredia, ongoing involvement)

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes?

   Yes

   1. If no, please explain. N/A

   2. If yes, what is your plan to get the legal review? Ask Legal EA to assign
      an attorney to review.

   3. Date legal review completed: 12-4-19

   4. Person completing legal review: C. Puckett

IV. FISCAL REVIEW: Are there any financial (human resources, technology, operations,
training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-
up costs, additional time for faculty or staff, new systems, or software)?  No