

INTERNATIONAL RISK ASSESSMENT COMMITTEE (IRAC)

Purpose:

Reviews appeals made by faculty, staff, or students requesting an exemption to the existing ban on academic travel to countries listed on the Department of State (DOS) Travel Warning

Charge:

- Review materials submitted by anyone who requests an exemption from the ban on academic travel to countries under DOS Travel Warning to ensure the merits of the request and the necessity of the proposed travel plans to satisfy the Student Learning Outcomes outlined in the proposal
- Evaluate the risks to the participants and to the University relative to the anticipated benefits of the proposed travel plans
- Evaluate the measures and precautions taken to mitigate risks to all participants
- Meet with the person(s) submitting the appeal
- Make a recommendation to the Provost and the President as to whether an exemption be granted

Membership Guidelines:

The IRAC is comprised of individuals.

Membership Appointment:

Members are either invited by the Director of Education Abroad, with chair approval, or by Department Chair.

Membership Terms: No terms

Frequency of Meetings: As needed

Expected Lifespan: Ongoing

Reporting Requirements:

The committee reports its recommendations to the Provost and to the President for final decisions. Reporting occurs as cases are being reviewed.

Operating Procedures:

The faculty, staff or student submitting a request for an exemption must turn in a proposal in writing to the chair of the IRAC. The request is then shared with the

other IRAC members who review it individually first, and then as a group. The person submitting the request must appear before the Committee to answer questions; after which time the Committee makes a recommendation, based on all available information, to the Provost and to the President as to whether an exemption should be granted. The Committee may also require that the program's itinerary be modified to mitigate certain known risks.

As per approved policy, the President alone has the authority to grant or deny an exemption to the ban on travel to countries under DOS Travel Warning Levels 3 or 4. The President's decision is without appeal.

Should the exemption be granted, all program participants must sign a waiver of liability, acknowledging that they understand the risks and assume all responsibilities.

Relationship to Other Committees: None

Typical Date of Membership Turnover: N/A

Responsible Office: Center for Global Engagement and International Affairs

Contact Name & Position:

François LeRoy, Executive Director, Center for Global Engagement & International Affairs (leroy@nku.edu) X7976

Website: <https://inside.nku.edu/education-abroad.html>

Membership Roster (2019-20)

| NAME | TITLE | COMMITTEE ROLE | EMAIL |
|----------------------|--|----------------|------------------|
| Leadership | | | |
| François LeRoy | Executive Director, Center for Global Engagement & International Affairs | Co-Chair | leroy@nku.edu |
| Michelle Melish | Assistant Director, Office of Education Abroad | Co-Chair | Melishm1@nku.edu |
| Other Members | | | |
| Sara Kelley | Associate General Counsel | Member | kelleys2@nku.edu |

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|----------------------|--|--------|--------------------|
| Amy Clark | Director, Health, Counseling, and Student Wellness | Member | Clarka17@nku.edu |
| Bob Alston | Assistant Dean of Students | Member | alstonr1@nku.edu |
| Christopher Nicolaus | Manager, Accounts Payable | Member | nicolausc1@nku.edu |
| Jeffrey Baker | Director, Safety and Emergency Management | Member | bakerje@nku.edu |