

## INTERNATIONAL STUDIES PROGRAM BY-LAWS

### PROGRAM MISSION STATEMENT

To meet the increased need for training in global perspectives, the interdisciplinary International Studies major educates students to appreciate the social, cultural, political, and economic characteristics of national, regional, and global communities. It is based on the conviction that historically informed and politically aware students with knowledge of more than one language will be able to think more critically and act more responsibly in a shrinking world. Students who successfully complete this major improve their opportunity for further study in graduate or professional school and careers in government service, private enterprise, international governmental and non-governmental organizations, non-profit education, research and advocacy organizations, and teaching.

### PARTICIPATING SCHOOLS AND DEPARTMENTS

The International Studies Program originated as a partnership between History, Political Science, World Languages and Cultures, and the School of Business. These programs continue to provide the majority of the courses that count for the major and minors, including most of the courses in the major's core. These programs are also the home of the Program's Director as well as the faculty teaching the two core INT courses: INT 200 and INT 498. Reflecting the emergence of more global faculty and courses across the campus since its founding, the Program also has leadership from selected Humanities and Social Science Departments. Courses for the major and minors are drawn from across the campus as well as from our Study Abroad partners.

### ORGANIZATIONAL STRUCTURE

The International Studies Program is run by an elected Director as well as a Core Committee consisting of members from across the Humanities and Social Sciences. It also maintains a group of Affiliated Faculty who have expertise in International Studies and the specific fields covered by the International Studies major and minors. The Director and the Core Committee may choose to create an External Advisory Committee if it sees fit.

### DIRECTOR

The International Studies Program will be headed by a Director who will serve for a term of three years (beginning July 1 and is renewable). The Director will be a faculty member affiliated with the program, elected by the Core Committee, and subject to recall by a two-thirds vote of the Core Committee's total membership.

The Core Committee will establish a list of nominees by canvassing its members. The Committee will elect the Director by majority vote by secret ballot (if there is more than one candidate) or by consensus. The elections will be held in the spring semester.

### *Functions*

The Director will be a tenured faculty member affiliated with the program. The primary role of the Director is to be the chief academic and administrative officer of the program, to represent the program's interests to the administration, to college-wide committees, and to external constituencies, to coordinate activities with various schools, departments, and programs, and to oversee the curriculum. In this connection, the Director of International Studies will:

- Ensure that appropriate courses are offered by the various schools to enable students to graduate in a timely manner
- Assign students for advisement to appropriate faculty
- Maintain student records and interact with the Office of Records and Registration
- Coordinate and publicize faculty and student achievements in international studies
- Organize and deliver International Studies programming
- Coordinate the establishment and maintenance of the External Advisory Committee
- Prepare and submit annual budgets and budget reports
- Report to the Core Committee on the program and related matters
- Ensure student enrollment and faculty representation at open houses, and answer prospective student inquiries
- Respond to request for information from the public and from campus constituencies
- Maintain relationship with various campus offices including Global Programs, Alumni Affairs, and Career Services
- Monitor and enforce admission, retention, and graduation standards for all students in the program
- Maintain continuous ties with the departments/schools offering courses for the program

### *Review of the Director*

An annual review of the performance of the Director will be conducted at the end of the spring semester by the Core Committee, in a manner to be determined by its members. The results of this review will be discussed with the Director.

### *Acting Director*

The Director, in consultation with a majority of the Core Committee, will nominate a member of the Core Committee to serve as Acting Director in case of illness, vacation, leave, or sudden resignation of the Director. In the event that the Director does not complete her/his term, an election for a new Director to complete the term will be held in the spring.

## CORE COMMITTEE

### *Functions*

The Core Committee is the group responsible for developing and implementing the International Studies Program. It serves a role analogous to that of an academic department. The tasks of the Core Committee include, among others:

- Developing, designing, and updating the International Studies Curriculum
- Designating a curriculum committee from among its members
- Approving new courses/activities for the program; these might originate with the Core Committee or be forwarded to it by the Curriculum Committee (described below).
- Advising the Director of the program on administrative and academic issues
- Establishing ad hoc committees as necessary
- Serving as an advocacy group to the College and the outside community for the program
- Cooperating with faculty, departments, and offices throughout the College and off-campus to offer programming for students and faculty
- Interacting with the International Studies Faculty (described below) on academic matters including course development and offerings, grant writing, and campus programming
- Serving as members of the External Advisory Committee
- Establishing rules for the functioning of the program

Core Committee Members hold the following responsibilities

- Attend the meetings of the Core Committee, as well as meetings of any committees to which individual members have been assigned.
- Assist and advise the Director in administering the program.
- Serve as liaison between the International Studies Program and their respective departments and/or schools.
- Serving as an adviser to International Studies majors.

### *Membership*

The Core Committee consists of the Program Director, faculty representatives, the director of the Center for Global Engagement, and two student representatives. The faculty representatives include:

- Two from the History Department
- Two from the Political Science Department
- Two from World Languages and Cultures
- Two from the School of Business
- One from a Humanities discipline (An HSS department or AAH, not represented above)

- One from a Social Science discipline (An HSS department, not represented above)
- One at-large member from a department or discipline not represented above (no limits)
- All faculty teaching either INT 200 or INT 498 who do not hold one of the seats listed above

The Core Committee may, at its discretion, appoint additional members to the Core Committee to ensure that there is a representative of the faculty of each of the specializations within the major.

The student representatives will be chosen by a vote conducted among all IS majors.

### *Term*

Each of the faculty representatives of the Core Committee will serve a term of three years. These terms are renewable. Terms will be staggered so as to ensure continuity on the committee. Each of the student representatives will serve a term of one year, also renewable.

The faculty representatives shall be nominated to serve by the Core Committee, in consultation with the appropriate Department Chairs. In nominating these members, the Core Committee will strive to ensure interdisciplinarity as well as varied geographic and thematic interests. If a member resigns or is unable to serve, the Core Committee will provide a replacement to fill the remainder of the term. In case of a sabbatical absence or leave of absence, the Committee may provide a temporary replacement for the time the faculty member is away.

Nominees will be elected to the Core Committee by a simple majority vote among all members of the Core Committee.

The Core Committee may decide, by two-thirds vote, to terminate a member's service if said member is not attending Core Committee meetings, not contributing to the success of the program, or not advocating the interests of the program. The request to terminate a member can be made by any member of the Core Committee and must be discussed at a meeting of the Committee.

## CORE COMMITTEE MEETINGS

The Core Committee will meet at least twice a semester.

A simple majority of the Committee constitutes a quorum. Election of the Director, removal of a member or changes to the by-laws require a two-thirds majority of the total membership of the Committee (present or not). All other action can be approved by a simple majority of members present.

Minutes will be kept of the Committee's deliberations and distributed to the members as well as the International Studies Faculty (described below). The minutes shall list the names of all Core Committee members present and absent.

Attendance by the Core Committee members is obligatory.

The Director of the Program will call the meetings and serve as the presiding chair.

Announcement of the meetings will be distributed to the members at least one week in advance and will include an agenda of the meeting.

The Director will vote in the case of a tie or if needed to fulfill the quorum.

All meetings will be conducted with reference to Roberts Rules of Order.

All meetings will be taken by voice vote, a show of hands, or by written (secret) ballot as decided by the attending Committee members. The Committee may permit proxy voting under certain circumstances.

#### INTERNATIONAL STUDIES AFFILIATED FACULTY

The Core Committee invites faculty to become International Studies Affiliated Faculty. These are individuals who are specialists in the fields covered by the International Studies program (major and minors) and/or teach courses that are regularly offered for the major and the specializations. The purpose of the Affiliated Faculty is two-fold:

- To serve in an advisory role to the International Studies Program
- To be in regular communication about the International Studies major and minors in which many of their students are enrolled. This will facilitate the informal advising that often occurs alongside the teaching of courses.
- To help the Director maintain an accurate list of courses that apply to the International Studies major and minors.

The Director will maintain a list of Affiliated Faculty, designated by the major specializations their courses serve. This will be updated annually to reflect changes in staffing and available courses for the major. Communication between the Director, the Core Committee, and the Affiliated Faculty should be regular and may consist of:

- Regular communication with the Director
- Circulation of Advising Bulletins and Advising Guides
- Ad hoc meetings to discuss specific programmatic issues

- An annual meeting of the Affiliated Faculty. This may take place either by a meeting of the whole or by meeting of the faculty of the individual specializations.

The list of Affiliated Faculty will be invited to participate in the Affiliated Faculty through a letter and e-mail. They will receive a letter reminding them of this affiliation each Fall semester.

### EXTERNAL ADVISORY COMMITTEE

The International Studies Program may decide to convene an external advisory committee. The function of the External Advisory Committee will be to advise the Core Committee and the Director about the International Studies Program, to help develop a major new initiative identified by the Core Committee, and/or to assist with public relations. The External Advisory Committee will consist of at least six members drawn from the following categories:

- Members of the Core Committee including the Director
- A member from local, state, or federal government
- A member from the business community
- A member of the College's alumni
- A member representing non-governmental organizations
- A faculty member from a graduate program related to the major
- Dean of the School of Humanities and Social Sciences
- Dean of the School of Business

#### *Meetings*

The External Advisory Committee will meet once annually, or as the Core Committee sees fit. The meetings will be presided over by the Director. Minutes will be kept and distributed among the members of the External Advisory Committee and the Core Committee.

### AMENDING THE BY-LAWS

The Core Committee may amend these by-laws by a two-third vote of its members.

Proposed amendments must be distributed in writing to the Core Committee members at least two weeks before the meeting where the amendments will be discussed and voted on.

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