

Constitution and Bylaws of the  
International Studies Advisory Committee  
Faculty of Arts and Sciences of the College of William & Mary

**A. PREAMBLE**

The Constitution and Bylaws of the International Studies Advisory Committee (ISAC) are premised on the following understandings:

1. The Faculty of Arts and Sciences has oversight over all international programs and initiatives in Arts and Sciences, including study abroad. It determines how the resources generated by Arts and Sciences' study abroad programs will be used.
2. The ISAC is an advisory board to the Faculty of Arts and Sciences and to the Dean of this Faculty. It has full access to the budgetary data needed for effective implementation of its role.
3. The Reves Center for International Studies provides administrative support for Arts and Sciences' international programs. The nature of this support will be outlined and agreed upon in an MOU signed by the Dean of Arts and Sciences and the Director of the Reves Center.

**B. CONSTITUTION**

*Article I. Name*

The name of this committee shall be International Studies Advisory Committee of the Faculty of Arts & Sciences of the College of William & Mary in Virginia, hereinafter referred to as ISAC.

*Article II. Purpose*

Section 1. ISAC is an advisory body to, and appointed by, the Faculty Affairs Committee in consultation with the Dean. It serves the twin purposes of advising FAC and the Dean on policies pertaining to international studies programs at the home campus, and ensuring effective faculty oversight, development, and coherence of study abroad programs and initiatives.

Section 2. More specifically, ISAC's mandate is: (1) to provide guidance for existing and future degree-granting interdisciplinary and departmental international programs and initiatives; (2) to oversee and review all FAS study abroad programs and initiatives. This includes, but is not limited to, recommending policies concerning tuition and fees, scholarships, faculty recruitment and compensation, program assessment, and related decisions concerning the allocation of resources; and (3) to interface with the college-wide International Advisory Committee (IAC) on issues of mutual interest, including the Reves Center, college-wide study abroad programs, and major initiatives for deepening internationalization.

*Article III. Jurisdiction*

Section 1. In cooperation with program directors, relevant departments, the Educational Policy Committee (EPC) and the college-wide IAC, ISAC advises the Dean regarding international priorities: curricular development, budgetary support, and program-department relations.

Section 2. All curricular initiatives with an international/study abroad component must be vetted by ISAC before being considered by EPC.

Section 3. ISAC shall report annually on its activities to the Faculty of Arts and Sciences.

#### *Article IV. Structure and Representation*

The ISAC comprises two autonomous sub-committees:

Section 1. The Academic Policy Subcommittee (APSC), in conjunction with relevant College units (e.g., Reves Center, Charles Center, Office of Community Engagement and Scholarship-OCES), is responsible for the broad intellectual and academic direction of the College's international initiatives, including international research and service learning, tuition exchanges, joint programs, and faculty-directed or faculty-assisted summer and semester programs. APSC also plays the role of advocate for all international programs to ensure high quality, integrity and sustainability.

Section 2. The APSC has seven voting members appointed by the Dean. Members are selected from the following six departments, programs or initiatives: Africana Studies, The Asian Studies Initiative, International Relations; Global Studies; Modern Languages and Literatures; and one other department with a heavy involvement in international studies. The seventh member of the committee is either the Dean for Educational Policy or the Dean of Undergraduate Studies. All faculty members on APSC must be tenured or tenure-eligible. APSC elects its subcommittee chair who shall also serve as the chair of the whole ISAC.

Section 3. The Study Abroad Subcommittee (SASC) has oversight over the credit bearing faculty-assisted or faculty-directed study abroad programs managed at the Reves Center by the Director of Global Education. Responsibilities include, inter alia: approving study abroad programs, their curricula and course content; approving courses offered and the faculty and the Resident Directors of these programs; evaluating ongoing programs; approving faculty and directors; setting guidelines for the selection of students, tuition, faculty salaries, and guidelines for cross-subsidizing fledgling programs; and developing other policies necessary for the oversight of such programs. The Reves Center for International Studies will, by agreement or memorandum of understanding (MOU), provide administrative support for overseas programs.

Section 4. The SASC has eight members, four voting members and four non-voting members, appointed by the Dean of the Faculty of Arts and Sciences in consultation with the Faculty Affairs Committee. The SASC membership will include the following deans and directors or their designates: the Director of Global Education; the Dean for Educational Policy; the Director of the Charles Center; the Director of OCES. It will also include two Arts and Sciences faculty members who have served as directors of study abroad programs and two additional Arts and Sciences faculty. The Deans and directors shall serve as non-voting, ex officio members. The committee will elect a chair annually from among the faculty members. All faculty members on SASC must be tenured or tenure-eligible. SASC elects its subcommittee chair from among the voting faculty members and the chair shall work closely with the chair of ISAC.

## **C. BYLAWS**

### *Article V. Responsibilities of Members*

Section 1. The members of the ISAC shall serve for terms of three years so adjusted that approximately one-third of the members shall assume office at the first regular meeting of each academic year.

Section 2. Vacancies shall be filled promptly by appointment by the Dean of the Faculty of Arts and Sciences. New ISAC members filling the vacancies should represent the same constituency as the faculty members being replaced.

Section 3. The end-of-semester meetings involve the whole committee (i.e., ISAC) and are normally chaired by the chair of APSC.

Section 4. APSC will normally meet twice each semester—once near the beginning and once near the end. Business items should be submitted to the Chair for inclusion in the agenda.

Section 5. SASC will normally meet once a month throughout the academic year. Business items should be submitted to the Chair for inclusion in the agenda.

Section 6. Members are expected to attend scheduled meetings as regularly as possible, and, when they do not, to submit opinions on relevant business.

Section 7. It is the responsibility of the Chair of ISAC to submit, annually, a consolidated written report of the whole Committee's activities to the Faculty of Arts & Sciences. Members of each subcommittee will be called upon by the Chair to record minutes. The chairs of both APSC and SASC will collect and file said minutes, to be kept with other documents (agendas, amendments, etc.) by the Office of the Dean for Educational Policy or the Dean of Undergraduate Studies.

## **D. Policy Guidelines**

APSC and SASC may from time to time develop guidelines for the approval, management, and assessment of on-campus as well as study abroad programs and international initiatives. Upon approval by the whole ISAC, these documents shall constitute an integral part of, and be appended to, the constitution and the bylaws.

Approved by the Faculty of Arts and Sciences on \_\_\_\_\_