

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

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.

CONSTITUTION

Article II.

Purpose and Jurisdiction

The ISAC is an advisory committee to the Dean of Arts & Sciences (A&S) and the Faculty Affairs Committee (FAC) of A&S. The mandate of the ISAC is to provide support and guidance to A&S faculty initiatives in international studies. It has three main functions that are distinct but intrinsically related to one another:

- a) to support and encourage innovation and coordination in faculty efforts to internationalize the curriculum,
- b) to promote prudent liability and risk-management practices in all faculty-student initiatives that involve international field experiences by facilitating faculty interaction with the campus agencies designated to deal with such issues, and
- c) to exercise oversight of A&S study-abroad programs administered by The Reves Center as specified by the framework agreement between A&S and Reves.

The main functions of ISAC are explained in greater detail below:

Section 1. Forum for Consultation and Policy Advice

In its advisory role, the committee's duties will include the following:

- i. Acting as a forum for the formulation of an A&S vision for international studies,
- ii. Advising the dean and the faculty on international priorities in A&S,

- iii. Advising and assisting faculty engaged in the development of new international initiatives,
- iv. Gathering and disseminating information about the current international activities and emerging needs of students and faculty in A&S,
- v. Encouraging dialogue across campus to generate synergies in international initiatives,
- vi. Interfacing with the college-wide International Advisory Committee (IAC) on issues of mutual interest, including college-wide study-abroad programs and initiatives for furthering internationalization,
- vii. Identifying development priorities to optimize funding opportunities for international programs, and
- viii. Acting as advocate for interdisciplinary A&S programs that have an international focus to promote in tandem the faculty's strategic goals of interdisciplinarity and internationalization.

Section 2. Study Abroad

Building on the function of the former Study Abroad Committee (SAC), the committee's goals will be to oversee current study-abroad programs, to assist faculty in the development of new programs, to work with the Educational Policy Committee to ensure that the curricular standards and policies of the Faculty are maintained, and to provide information and feedback on prudent risk management protocols related to all study-abroad initiatives. The committee will exercise different levels of involvement with different types of programs:

A. Existing credit-bearing semester and summer study-abroad programs in Arts & Sciences will continue to be overseen by the committee. The committee's duties regarding such programs will include the following:

- i. Selecting program directors, where applicable.
- ii. Approving the curricula and course content offered in these programs, and vetting new and revised courses prior to their submission to the Educational Policy Committee for approval. ISAC will evaluate aspects of such courses that pertain to their being offered abroad, including the feasibility of course structure and format in a particular foreign setting, and the measuring of contact hours and credit levels.
- iii. Working under a framework agreement with the Reves Center for International Studies and the Global Education Office (GEO) to review and advise on policies pertinent to A&S programs abroad, such as those concerning faculty recruitment, program

assessment, student scholarships, and financial matters (including tuition, faculty compensation and allocation of resources), with the goal of promoting the interests and the strategic vision of A&S.

- iv. Advising faculty members on working with the appropriate campus agencies to pursue prudent risk-management protocols.
- v. Periodically reviewing programs to monitor and evaluate their effectiveness.

B. New study-abroad programs and initiatives that are designed to offer Arts & Sciences credit on a regular basis should be brought to the attention of the committee. The committee's duties with regard to such initiatives will include the following:

- i. Advising the organizers on planning, resources, financing, parallel initiatives, etc.
- ii. Acting as advocate and liaison to other college entities with which the organizers need to coordinate their efforts.
- iii. Advising faculty members on working with the appropriate campus agencies to pursue prudent risk-management protocols.
- iv. Working with EPC to ensure that the credit offered in the proposed programs is in accordance with the College's and the Faculty's policies.
- v. If an initiative produces a program that is offered regularly, the committee will assume the duty of reviewing the program periodically to assure that it is running on sound basis in terms of curriculum, finance and risk-management (as with programs in category A above).

C. Other credit-bearing and/or faculty-led Arts & Sciences initiatives involving students going abroad should be brought to the attention of the committee. Such programs include, but are not limited to, internships, service learning projects, student research abroad, etc. The committee's duties with regard to these programs will include the following:

- i. Advising the faculty members involved on planning, resources, financing, parallel initiatives, etc.
- ii. Acting as advocate and liaison to other college entities with which the faculty need to coordinate their efforts
- iii. Advising faculty members on working with the appropriate campus agencies to pursue prudent risk-management protocols.

BYLAWS

Article III. Structure and Representation

The ISAC comprises two autonomous sub-committees with a combined membership of fourteen (14):

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 recommending to the Dean and FAC appropriate policies and procedures pertaining to A & S international programs and 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 (7) voting members. The director of the Charles Center or his/her designated representative and either the Dean for Educational Policy or the Dean of Undergraduate Studies are *ex officio* members. There are three members appointed by the Dean of A&S, one from each of the following departments and programs: Global Studies, International Relations, and Modern Languages. Finally there are two members elected by the faculty. Prior to each election, the APSC will be responsible for providing the A&S Committee on Nominations and Elections with a list of departments and programs, other than the three mentioned above, that have a significant level of involvement in international studies, with the request that the faculty from those departments and programs be given priority in the selection of candidates. 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 of A & S (those that fall under Article II, Section 2A and 2B in the Constitution). Responsibilities include, all those enumerated under Article II, Section 2A and 2B of the Constitution, and developing other policies necessary for the oversight of such programs.

Section 4. The SASC has seven (7) voting members: The Director of Global Education (or his/her designated representative) and either the Dean for

Educational Policy or the Dean of Undergraduate Studies are members *ex officio*. There are five members appointed by the dean of A&S: four A&S faculty members, two of whom have served as directors of study-abroad programs, and one student member. Prior to the filling of each vacancy on the subcommittee, the ISAC will be responsible for providing the dean with a list of departments and programs that have a significant level of involvement in study abroad, with the request that representation of these departments and programs be maintained on the subcommittee as much as possible. All faculty members on SASC must be tenured or tenure-eligible. SASC elects its subcommittee chair from among the appointed faculty members and the chair shall work closely with the chair of ISAC.

Article IV. 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 for appointed positions shall be filled promptly by appointment by the Dean of the Faculty of Arts and Sciences. New members appointed to APSC should represent the same constituency as the faculty members being replaced.

Section 3. Meetings of the ISAC as a whole (i.e., APSC plus SASC) will normally occur once a semester, and are normally convened by the chair of APSC. At least one of these meetings per year will be open to all A&S faculty.

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 of SASC 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.

Section 8. At the beginning of each calendar year, the Chair of ISAC is responsible for submitting to the Dean of A&S and the Nominations and Elections Committee of A&S a list of programs and departments that are active in international studies and study-abroad, with the request that representation of those departments be given priority in the appointment and election of new members of the committee.

POLICY GUIDELINES AND PROCEDURES

APSC and SASC may from time to time develop guidelines for the approval, management, and assessment of on-campus internationalization policies and procedures as well as for 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 _____