

**Constitution and Bylaws of the International Studies Advisory Committee**  
**Faculty of Arts and Sciences of the College of William & Mary**  
**Approved by FAS vote, 2 February 2016**

*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 the faculty's strategic goals of interdisciplinarity and internationalization in tandem.

*Section 2. Study Abroad*

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 evaluation 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 membership consists of six faculty that are elected as voting members of the committee (two from each area), the director of the Charles Center or his/her appointed representative, the Director of Global Education or his/her appointed representative, and either the Dean of Education Policy or the Dean of Undergraduate Studies. All elected faculty members on ISAC must be tenured, tenure-eligible, or lecturers or senior lecturers (non-tenure eligible) with a chair selected from the elected faculty members. Prior to each election, the ISAC Chair will be responsible for providing the A&S Committee on Nominations and Elections with a list of those elected faculty members

who will be completing their terms and what areas they represent, so that there can be an election to replace them from the faculty in their respective areas.

*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. Temporary vacancies of elected positions on the committee will be filled promptly by appointment by the FAC in consultation with the Dean of the Faculty of Arts and Sciences, with a faculty member appointed from the same constituency as the faculty member being replaced.

Section 3. Meetings of the ISAC will normally occur once every two to three weeks as needed, and are normally convened by the chair. At least one of these meetings per year will be open to all A&S faculty.

Section 4. Members are expected to attend scheduled meetings as regularly as possible, and, when they do not, to submit opinions on relevant business.

Section 5. 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. A member of the committee may be called upon by the Chair to record minutes 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.

## **POLICY GUIDELINES AND PROCEDURES**

ISAC 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 committee, 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 \_\_\_\_\_