

Study Abroad Committee Bylaws
17 October 2006

I. Jurisdiction:

The Study Abroad Committee is responsible for overseeing the academic policies of the College's undergraduate study abroad programs insofar as these policies concern faculty and students in Arts & Sciences. The committee's oversight responsibilities include curricula and course content of study abroad programs, study abroad enrollments, transfer credits from study abroad programs, and academic issues related to the Program Directors.

II. Membership, Structure, and Voting:

A. Membership on the Study Abroad Committee will include: the Director of the Reves Center; the Director of Global Education; the Dean for Educational Policy; two Arts and Sciences faculty members who have served as directors of study abroad programs; two additional Arts and Sciences faculty; one faculty member from outside Arts & Sciences, preferably one who has served as the director of a study abroad program; and one undergraduate student. In addition, the Director of Global Studies will be an ex officio, non-voting member. In determining appointments to the committee, the Dean will take into consideration the departments and programs that are the greatest contributors to Study Abroad. The committee will elect a chair annually from among the Arts & Sciences faculty members. All faculty members on the Study Abroad Committee must be tenured or tenure-eligible.

B. All faculty and student members of the Study Abroad Committee are appointed by the Dean of Arts & Sciences in consultation with the Faculty Affairs Committee.

C. All faculty and student members of the Committee shall have one vote, and the Dean for Educational Policy shall have one vote. Only one representative from the Reves Center may vote at any given meeting of the Study Abroad Committee.

D. The faculty members of the Study Abroad Committee 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. The student members shall serve for one-year terms.

E. Arts & Sciences faculty vacancies and student vacancies shall be filled promptly by the Dean of Arts & Sciences in consultation with the Faculty Affairs Committee. New members filling the vacancies should represent the same constituency identified in section II.A as the faculty members being replaced.

III. Responsibilities

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

B. The Study Abroad Committee will normally meet monthly during the academic year. Business items should be submitted to the Chair for inclusion on the agenda.

C. It is the responsibility of the Chair to submit, annually, both an oral and a written report of the Committee's activities to the Faculty of Arts & Sciences. Members will be called upon by the Chair to record minutes. The Chair will collect and file said minutes, to be kept with other Study Abroad Committee documents (agendas, amendments, etc.) by the Office of the Dean for Educational Policy.