

International Studies Program By-laws, Policies, and Procedures University of Wisconsin – La Crosse

Date of last by-law adoption: April 5, 2019

I. Mission

It is the mission of the International Studies Program to provide students with a quality interdisciplinary and multidisciplinary undergraduate education that encourages them to think beyond boundaries and examine a broad array of cultural, economic, environmental, geographic, historical, natural, political, and social interactions and relationships that shape our world.

The International Studies Program also provides members of the campus community with opportunities to connect theory and practice through outreach programs, engaged scholarship, and the promotion of activities that examine connections between the local and global, and to engage in opportunities that explore the world.

II. Organization & Operation

A. Preamble

The by-laws in this document were adopted by the members of the International Studies Program in accordance with the University of Wisconsin System and the [University of Wisconsin-La Crosse Faculty and Academic Staff Personnel Rules](#).

B. Meeting Guidelines

Meetings of the International Studies Program are conducted in accordance with [Robert's Rules of Order](#) and the [State of Wisconsin Open Meetings Laws](#).

Minutes will be recorded by a voting member and distributed in a timely fashion to all members of the International Studies Advisory Board and the Director of the International Studies Program. Minutes are forwarded to the College of Arts, Social Sciences, and Humanities Dean's Office for the historical record.

C. Definitions of Membership & Voting Procedures

Membership, as it relates to the function of conducting business, consists of all currently appointed members of the International Studies Advisory Board and the International Studies Program Director.

For all votes, a simple majority of those voting carries the vote (50% + 1). *Voting* occurs with a voice vote or a hand vote and any member can call for a roll call vote. *Proxy voting* is not allowed. Members who join by virtual presence and have heard all the deliberation are eligible to vote. Robert's Rules indicates that abstentions do not affect the voting outcome (they are non-votes). Paper balloting is allowed upon request by any voting member of the International Studies Advisory Board. Ballots shall be kept until the approval of the official minutes for the meeting where the vote took place.

D. Definitions of Quorum and Majority

For meetings of the International Studies Program, a *quorum* is defined as a simple majority (51%) of the entire membership eligible to participate. Within a meeting, a *majority* is a majority of those present and will be required for making decisions.

E. Changing By-Laws

Amendments or additions to these by-laws may be adopted at any International Studies Program meeting by a two-thirds majority of the Advisory Board Members of the Program present, following a first reading of the proposed amendments or additions at a previous Program meeting. Second readings can be waived with a simple majority vote. Amendments to these by-laws shall become effective five working days following their adoption.

F. Definition of Appendices

Appendices represent current policies and procedures and are not part of the by-laws. Appendices can be changed as needed by a simple majority vote of the voting members of the International Studies Program.

III. Governance – Director

A. Selection & Appointment

Although the International Studies Program is housed within the Department of History, the Director of International Studies is appointed by and reports to the Dean of the College of Arts, Social Sciences, and Humanities (CASSH). A call shall go out campus wide to advertise the position as the Director is not required to be a member of the College of Arts, Social Sciences, and Humanities. The CASSH Deans will select the top three candidates for interviews. The International Studies Advisory Board may have an opportunity to meet with these candidates and provide feedback to the CASSH Deans.

To handle the administrative duties that come with this appointment, the International Studies Director will be given a minimum of a .25 teaching reassignment during spring and/or fall semester to be negotiated with the Director's home department. Funds for

backfill for courses in the home department to make up for the director's reassignment are not typically provided. Financial support for backfill should be negotiated with the director's tenure-department dean.

B. Qualifications

The Director should be a ranked faculty member at UWL with preference given to faculty who are tenured associate or full professors. The Director must possess a vision for the future of International Studies and have collaborative and programmatic ties with departments and offices across the university.

C. Teaching Reassignment

The Director is expected to teach the three-credit INS 494 Capstone in spring semester. This teaching reassignment is not in lieu of the Director's release for administrative duties.

D. Responsibilities

The Director is responsible for overseeing all day-to-day related initiatives associated with the International Studies Program (INS). This includes, but is not limited to:

1. General oversight of the International Studies Program.
2. Teaching INS 494, the capstone course in spring semester.
3. Convening the International Studies Advisory Board.
4. Forwarding a copy of the meeting minutes to all International Studies Advisory Board members prior to their next meeting.
5. Serving as a non-voting consultant to the International Education Committee.
6. Outreach to other UWL departments that have courses pertaining to the International Studies Program.
7. Engaging in promotion of the program and recruitment of students.
8. Advising all current and prospective students on the INS minor requirements. If the number of current students becomes excessive, the INS Director will work with the College of Arts, Social Sciences, and Humanities Dean to arrive at a plan to ease the Director's workload.
9. Coordinating program assessment with the assistance of the International Studies Advisory Board.
10. Developing and/or revising by-laws for the Program with assistance of the International Studies Advisory Board.
11. Preparing a report for submission to the Academic Program Review committee as requested with the assistance of the International Studies Advisory Board.

E. Term of Service

The Director will serve for three years with the possibility of reappointment, at the discretion of the College of Arts, Social Sciences, and Humanities Dean, in consultation

with the International Studies Advisory Board. Upon completion of term, the Director is encouraged to serve as an ex officio member of the International Studies Advisory Board for one term.

F. Evaluation

The College of Arts, Social Sciences, and Humanities Dean, the International Studies Program Director, and the International Studies Advisory Board will work together to create an instrument to evaluate the Director's performance annually in the spring. The International Studies Advisory Board may provide feedback at the Dean's discretion. It is the Director's responsibility to forward this letter to their home department for use in merit, promotion, and post-tenure review. It is the Director's responsibility to upload the evaluation letter to their electronic portfolio.

IV. Governance – Advisory Board Membership & Responsibilities

A. Membership

1. The International Studies Advisory Board is a standing committee that serves as the primary advisory body to the Director of the International Studies (INS) Program on matters related to curriculum content, recruitment, and other needs of the Director. Members should be invested in international education and the INS program.
2. In collaboration with the Advisory Board and INS Director, appointments to the Advisory Board will be made by the College of Arts, Social Sciences, and Humanities Dean.
3. The Advisory Board will be composed of no less than five but no more than seven faculty or staff members of a variety of ranks. To maintain the diversity of perspective on the Advisory Board, only one member of a department/program may serve at one time. In addition, one member of the Advisory Board should be from the College of Business Administration and one from the College of Science and Health. An exception may be made at the discretion of the Director and Advisory Board if there are fewer than five faculty members who are willing to serve.
4. All members appointed to the Board, except ex officio members, will be voting members.

B. Responsibilities

The purpose of the Advisory Board is to bring unique perspectives and skills to bear on all matters that pertain to the Program. While the Advisory Board does not have formal authority to govern the Program, its role in advising and making recommendations to the Director is a critical one. As such, responsibilities include:

1. Attending meetings called by the Director.
2. Responding to requests from the Director during formal meetings and/or via email for feedback and providing input on various Program initiatives.
3. Helping to prioritize the Program goals both short-term and long-term.
4. Helping to raise awareness of the Program both on campus and off.
5. Other duties as agreed upon by the Director and the member or members of the Advisory Board.

C. Term of Service

The terms of office for an Advisory Board member will be three academic years with the possibility of reappointment. Appointments will be staggered so that approximately one-third of the terms expire each year. While there is no limit on the number of terms an Advisory Board member can be appointed, no Advisory Board member may serve more than two consecutive terms.

V. Student Rights & Obligations

A. Evaluation of Teaching

In all courses with the INS prefix, except those with fewer than five students, students will have an opportunity to evaluate their instructors. The evaluation will use the International Studies Program approved evaluation questions. Evaluations will follow the UWL's Student Evaluation of Instruction (SEI) policy and procedure available on the Faculty Senate webpage.

B. Grade Appeals

Students who wish to appeal a grade they received in a course they are taking for the International Studies minor should first discuss this difference with the instructor. If a student-instructor meeting is not possible, or if such a meeting does not result in a resolution of the difference, the student should follow the grade appeals process listed in the course syllabus.

Procedure for grade appeals for courses with an INS designation:

Students who believe that the grade they received for an INS course does not reflect their performance in that course may appeal the disputed grade. This appeal must take place by the seventh week of the semester immediately following the semester in which the grade was recorded. The student should first discuss this difference with the instructor. If a student-instructor meeting is not possible, or if such a meeting does not result in a resolution of the difference, the student should contact the INS Director. After meeting with the student, the Director will discuss the student concern with the instructor, if possible. Following these meetings, the Director will make a

recommendation to the instructor regarding the grade change. If the course is taught by the INS director, an ad hoc committee, as described below, will review the appeal.

After the Director's recommendation and the instructor's response, a student may file a written appeal for a grade change with the Director. Upon receipt of the written request, the Director will form an ad hoc committee consisting of three INS Advisory Board members, not including the Director or the instructor, to review the appeal. This committee may request additional information from the student and the instructor before forming and forwarding its recommendation to the instructor. Any decision to change a grade remains that of the instructor, unless the instructor is no longer available, in which case the decision to change a grade becomes that of the Director.

C. Academic Non-Grade Appeals

Students may initiate and resolve complaints regarding faculty and staff behavior. Such complaints should be lodged either orally or in writing to the INS Director or CASSH Dean within 90 days of the last occurrence. The hearing procedures for these non-grade concerns are detailed in the student handbook.

D. Advisement

Each student who minors in the International Studies Program will be advised by the INS Director or any other person appointed to advising. Students are encouraged to meet with the Director at least once each semester to discuss their academic progress, career interests, and course schedules.