Amended February 2013

PSU Institute for Asian Studies
By-laws

Mission of the Institute

The mission of the Institute is to contribute to the internationalization objectives of PSU by: promoting research, training, teaching, curricular and faculty development, and public awareness on all regions of Asia; guiding students who hope to make a career in Asian Studies; collaborating with other units of the University, and with other educational organizations in Oregon, to promote better understanding of Asia, past and present; sponsoring conferences, speakers, training programs, and other Asia-focused activities; and working with PSU administration and faculty across the campus to develop strategies for increasing the coherence and effectiveness of the University’s Asia programs and its profile in Asia.

Institute Membership

All faculty, administration, and staff interested in Asian Studies are welcome to participate in the Institute’s activities, including meetings, program development, library acquisitions, and fundraising.

The Institute comprises two levels of membership:

Institute Associates are faculty with appointments at .50 FTE or higher who regularly apply scholarship on Asia and Asian-Americans to teaching, research, or training. Associates have voting rights on Institute affairs in addition to fully participating in its activities. They are also eligible for grants and election to Institute offices.

Institute Affiliates are faculty with any appointment (including visiting faculty and courtesy appointments), administrators, and staff whose interests or work supports Asian studies. Affiliates may fully participate in the Institute’s activities but are not eligible to vote, receive grants, or stand for election.

Governance

All Institute members subscribe to a code of conduct with respect to governance. We agree to govern Institute affairs based on a spirit of accommodation among colleagues in a common enterprise. We are committed to resolving conflicts and uncertainties with reference in the first instance to a shared model of governance.

Institute Leadership

The Institute is led by the Director, a tenured faculty member, who is appointed by the Executive Director of the Office of International Affairs (OIA) upon
recommendation by a majority of the Institute Associates (defined above). All Institute Associates are eligible to vote and to be candidates. The Executive Director of the OIA shall call for an election whenever the director’s position becomes vacant. The Executive Director of OIA, the Vice Provost of Budget, Planning and Internationalization and Provost shall accept the results of the recommendation except in extraordinary circumstances that must be described to the faculty in writing. In such circumstances a second election must be called, and the process repeated.

The term of office for the IAS Director is three years, served concurrently with the academic year, unless the IAS Director and the Executive Director of OIA agree to a lesser length and time of service. Where the IAS Director is serving a multiple-year term, elections will take place in the second week of April of the final year of the term. The Institute will constitute an election committee to solicit nominations for the position of the IAS Director. Individuals who are Associates may nominate themselves. Nominations will be made no later than the last Friday of March.

In fulfillment of the Institute’s mission, the duties of the IAS Director include calling and conducting regular meetings, promoting faculty research and service interests, initiating and helping fund programs, coordinating Asia-related activities across the campus, maintaining the budget, and working with the IAS advisory board.