PSU International Studies Program Bylaws

Adopted May 16, 2014, Revised October 17, 2014

I. Mission

International Studies offers a B. A. degree based on an inter-disciplinary curriculum that provides both a global perspective and a comprehensive view of a selected geographic region of the world. Our program strives to serve as the intellectual center for internationalization at PSU with a structure that can collaborate with programs and faculty across campus. It seeks to give its students a foundation for careers or further graduate study in which an understanding of international economic, political, social and cultural affairs is of importance.

Our long-term vision is to create a nationally recognized center for excellence in International Studies with a structure that can collaborate with programs and faculty across campus and to lay the groundwork for long-term growth that will ultimately enable the Program to become an independent School of International Studies.

II. The Faculty. Faculty of International Studies may be appointed as:

- Tenure-line Faculty
- Non-tenure Track Faculty on fixed-term appointments (NTTF)
- Joint-Appointment Faculty
- Senior Advisor
- Adjunct Faculty
- Affiliated Faculty
- Visiting Faculty
- Emeritus Faculty
2.1 Tenure-line faculty holding an appointment of 0.49 FTE or higher in International Studies are accorded full voting privileges in all Program matters, and are governed by the University and Program Promotion and Tenure Guidelines.

2.1.1 Tenure-line faculty holding .51 FTE are governed in matters concerning review and salary adjustments by the University and Program Promotion and Tenure Guidelines.

2.2 NTTF holding an appointment of 0.5 FTE or higher (full-time) in International Studies are governed by the University and Department Promotion and Tenure Guidelines in matters concerning review and salary adjustment (See International Studies Promotion & Tenure, Annual, Third Year, Merit, and Peer Review Guidelines, Revised November 8, 2013). Promotional path options for NTTF instructional faculty hired prior to September 16, 2014 are outlined in Appendix IV of the University Guidelines, revised and approved on April 7, 2014.

2.2.1 Instructor: A non-tenure track entry-level faculty appointment for individuals whose responsibilities are primarily devoted to academic instruction. Such appointments include teaching, advising, and mentoring expectations congruent with creative and engaged instruction. Normally, this appointment requires an advanced degree in the field of specialization.

2.2.2 Senior Instructor I: According to the University Guidelines (section III), the rank of Senior Instructor I is used in those cases where the nature of the assignment requires special skills or experience in the instructional program but does not warrant the rank of Senior Instructor II.

2.2.3 Senior Instructor II: The rank of Senior Instructor II is assigned where, with at least three years teaching and performance as a Senior Instructor I in INTL, advanced skills, experience in and contributions to the instructional program, and recognition for outstanding achievement in teaching, community outreach, and department citizenship have been demonstrated, along with service at the inter-department, University, and/or regional, national, or international levels.

2.2.4 NTTF with three or more years of continuous full-time appointment in International Studies at .5 FTE or above shall have voting rights in all Program matters except for promotion and tenure decisions.

2.3 The director will consult with the faculty of INTL regarding potential hires and solicit their feedback, particularly from those members whose expertise is pertinent to that regional or thematic track area. All faculty with voting rights must regularly review and approve by a majority vote fixed term hires and renewals.
2.4 A Senior Advisor is a tenured faculty member who has no FTE in International Studies but advises International Studies majors. Appointment as a Senior Advisor in International Studies is confirmed by a majority vote of the voting members of the Program, and serve for a five-year appointment. A Senior Advisor is a voting member of the International Studies Program and attends Program meetings.

2.5 An Area Studies or Thematic Track Coordinator shall be voted on from among INTL faculty. In those cases when there is no INTL faculty available to fulfill the position of area studies/thematic track coordinator, the faculty will decide to choose a qualified coordinator from a related unit on campus, until such time as a regular INTL faculty can step into this role. Area Studies and Thematic Track coordinators shall have full voting rights.

2.6 Adjunct Faculty whose fixed-term appointments in International Studies are for less than 0.5 FTE participate in International Studies activities but do not have voting privileges. All adjunct faculty should have a PhD., A.B.D., or equivalent.

2.7 Affiliated Faculty are nominated and approved by majority vote by voting members of International Studies. They are not accorded voting privileges but may serve on Program Committees and teach INTL-prefix accredited courses.

2.8 Temporary Appointments:

2.8.1 Visiting Faculty are faculty whose appointments to Portland State are for 1 year or less who participate in International Studies Program activities but do not have voting privileges. The visiting faculty are nominated by the Director and approved by the voting faculty.

2.8.2 Teaching Assistants will be chosen by the director and faculty who are teaching the courses for which the TA will be assigned.

2.9 Emeritus Faculty are nominated by an INTL faculty member and approved by majority vote by voting members of International Studies.

III. Program Structure

International Studies is an interdisciplinary academic unit, with Area and track concentrations. The Program operates on the principle of shared governance.
3.1 *Program Director.* The administrative head of International Studies is elected by voting members for a term of three years, beginning on September 1 of the first year and ending on August 31 of the third year and thereafter, if they chose to seek election after a hiatus of 3 years. The director may serve for two consecutive terms.

3.11 Nomination Process. In February of the third year of the term of the individual currently serving as Director, the tenured faculty will constitute an Election committee to solicit nominations for the position of Director. Those considered for candidacy will normally be tenured faculty who previously have been voting members of International Studies. New hires can be considered for Director if they meet required criteria. Individuals may nominate themselves. All candidates must present a statement of intent along with their cv to the faculty. Nominations will be made no later than the first week of April. Candidates for Director do not vote in this election unless their votes are needed to meet a quorum.

3.12 Election: Election for Director by secret ballot will be held no later than April 15. The nominee who receives a simple majority of votes from voting members is elected. In case of a tie vote, a second ballot shall be conducted. If the second ballot fails to break the tie, than the names of the candidates shall be forwarded to the Dean for a decision.

3.13 Program responsibilities of the Director include program oversight, development of and reporting on budget requests, regular monthly meetings with International Studies faculty and area studies/thematic track coordinators, and proposing the NTTF faculty for approval by the voting members of INTL. The Director recommends all personnel changes to the Dean and is responsible for overseeing teaching assignments, teaching schedules, student advising, faculty review, curricular changes, and Program inventory. The director shall regularly update the faculty on budgetary issues.

3.14 Vacancies: The Director, in consultation with voting members of the faculty, will designate a temporary Director who will assume responsibility in case of absence or temporary disability of the Director. If there should be a vacancy in the office of Program Director for reasons such as resignation or leave of absence for more than six months, the Election Committee shall conduct at the earliest possible date an election for an interim Director to serve until the Director returns or her/his term expires. In the case of expiration, a new election will be held, and the time held by the interim Director will not be counted toward the two-term limit.
3.15 Recall. Recommendations for recall of the Program Director can be made by a two-thirds vote of the Program’s regular faculty; that is, those faculty eligible to vote for the election of Director.

3.2 Area Studies or Thematic Track: The Program consists of the following program Area Studies and Thematic tracks:

African Area Studies    East Asian Area Studies    Latin American Area Studies
European Area Studies    Middle East Area Studies    International Development Studies

3.3 Area Studies and Thematic Track coordinators. Each area/track concentration will have a Coordinator, where possible appointed from within INTL. Coordinators are responsible for preparing and maintaining their section’s list of recommended and advisor approved courses and to share information about course scheduling with other faculty. Preference will be given first to INTL courses in the creation of these recommended course lists. They will work with the UNST hiring pool to select the appropriate candidates for INTL-funded SINQs and will also maintain a file of eligible NTTF and adjunct faculty. They do this in consultations with their fellow area/track members and the Program Director. Area and Thematic track coordinators also advise students who elect to concentrate in their region and coordinate the curriculum of their section.

3.3.1 Selection of Area/Track Coordinator: Nominations for Coordinator shall be made by the Director and/or INTL tenure-line faculty to serve as coordinator for three academic years.

3.4 The Program Director may propose, and voting members of the Program may vote to add, subtract or amend the definition of area/thematic track studies sections when circumstances or program development warrants. Changes must be approved by two-thirds of voting members.

3.5 Eligible voting faculty shall discuss and approve by majority vote all proposed affiliations of any new Institute or Center with International Studies, or on changes to the structure of the Program.
IV. Program Committees

Membership on standing committees is restricted to voting members of International Studies, except where those committees may need to invite an outside member. Hiring committees may also include faculty from other departments, who must be approved by a vote of the voting faculty. Promotion and Tenure committee elections are by secret ballot. All other standing committees are elected by voting members. Candidates for committees must give their prior approval.

4.1 Standing Committees: Promotion and Tenure Committee, Curriculum/Program Committee, Communications Committee, Assessment Committee, Election Committee.

4.2 Promotion and Tenure Committee. Three tenured voting members of International Studies will be elected to this Committee by voting members of International Studies by May 15. The committee may vote to include a tenured member of another department. The term, starting on the date of election, is for one year.

4.21 The Committee will choose a chair who will coordinate the calendar of reviews (annual, third-year, tenure, promotion, merit pay, and peer review, tenure-line and NTTF) for those on annual appointments of 0.5 FTE or greater. Promotion and Tenure committee membership may be supplemented by appropriate Area/Thematic Track faculty as outlined in the International Studies Guidelines for Promotion and Tenure.

4.22 The Director will advise the newly elected chair of the P&T committee of any candidates eligible for promotion or tenure, so that external referees can be selected in time to solicit their input by June 15th.

4.3 Curriculum Committee. The committee oversees, originates, and approves course and program change proposals and presents them to the voting faculty for their approval. The Committee shall select its chair.

4.4 The Assessment Committee oversees an annual assessment process and the development of the program assessment plan as required by the university.

4.5 The Communications committee is responsible for internal communication and outreach through appropriate media, including overseeing the content of the webpage, listservs, and social media.

4.6 The Elections Committee organizes and completes elections as required in the bylaws.

4.7 The Program may create by consensus ad hoc committees to meet arising needs.
V. Promotion and Tenure, and Merit Procedures

5.1. All Promotion and Tenure decisions and processes will be governed by the INTL Promotion and Tenure Guidelines. Similarly, all merit award decisions will be governed by the INTL Merit Guidelines.

VI. Recruitment of New Faculty

6. The voting faculty of INTL shall select new tenure-line faculty appointments, based on the long-term and short-term programmatic needs of the Program.

6.1. Voting members of INTL will elect a search committee of at least three people from the ranks of the voting INTL faculty, with the possible addition of a faculty member from another department.

6.11. International Studies majors will be invited to form a committee to meet with candidates who are brought to campus and provide feedback to the search committee in an open meeting for that purpose or in writing.

6.12. An INTL major will be appointed to the committee in a non-voting role.

6.2. The Director shall publicize the job description as broadly as possible in the appropriate electronic and print outlets, including disciplinary lists and respective disciplinary publications, as well as the International Studies Association. Special attention should be given to publications that target minority applicants.

6.3. The search committee, in consultation with the eligible voting members of the faculty, shall screen applications and reduce the number of applicants to a short list of at least three candidates, who will be invited to campus. The voting members of INTL, including the Director, will vote on and rank the short list of candidates by secret ballot. The Director delivers the selection to the Dean and works with the selected candidate on contract details.

6.4. The Director shall arrange for campus visits by the short list of candidates.

VII. Faculty Meetings

7.1. The Program will select a regular date for monthly meetings for the following academic year by the last faculty meeting of the current year.

7.2. For the conduct of official business in faculty meetings, fifty percent (50%) of eligible voting faculty members shall constitute a quorum. In the absence of special rules to the contrary, Robert's Rules of Order shall govern the proceedings of INTL faculty meetings.
7.3 One week prior to each meeting, the Director will solicit items from the faculty to be included in the meeting’s agenda. The Director shall distribute the final agenda to the faculty at least 24 hours prior to the set meeting.

VIII. Amendments to the Bylaws

8.1 Amendments. Bylaws may be amended at any time during the regular university year. Amendments may be proposed in writing by any three voting members of International Studies to the Director, who will ask for a Program vote. The vote will be conducted by the Elections Committee by secret ballot. Amendments will be incorporated into the Bylaws after their approval by 2/3 majority vote of voting members of International Studies and submitted to CLAS and OAA for approval.