



# BY-LAWS FOR THE INTERNATIONAL AFFAIRS PROGRAM

*Effective 2023*

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## PREAMBLE

The Program in International Affairs is an interdisciplinary, degree granting academic unit of the College of Arts and Sciences of the University of Colorado, Boulder and operates within the general framework of policies, rules and procedures established by the College of Arts and Sciences, the University Administration, and the Board of Regents. The Program exists for the purpose of providing quality instruction to students, and for the advancement of the study of International Affairs. The Program is a challenging undergraduate major leading to a BA that offers students an interdisciplinary perspective on the world today, and that fosters leaders in the university, national, and global communities. The Program, as an integral part of the University of Colorado, is obligated through its constituents to contribute to the general welfare and to promote the interests of the University and the State of Colorado.

## I. THE COMMITTEE ON INTERNATIONAL AFFAIRS

### A. Composition

- i. The Committee on International Affairs (hereby referred to as the Committee) shall be composed of the Director of the Program and all faculty (tenure, tenure track faculty and instructors/teaching faculty) with a continuing appointment in International Affairs.
- ii. In addition to the above, the Committee shall be composed of faculty representing the interdisciplinary nature of the International Affairs Program, drawn from various cognate departments, with an emphasis on the Social Sciences. Nonetheless, the Committee shall include faculty distributed across the divisions of the College of Arts and Sciences, with consideration of membership from other colleges and schools. The Committee may elect additional members upon nomination by one member and approval by a majority vote.
- iii. All members of the Committee shall be active teachers in the Program. An active teacher has taught a course on the Program's permanent curriculum within the past 5 years.
- iv. The Director shall appoint members of the Committee upon approval by majority vote of existing Committee members.
- v. Members of the Committee shall serve for 4-year renewable terms. An effort will be made to stagger Committee terms.

### B. Functions

- i. Make recommendations to the Director for appointment, reappointment, tenure and promotion of faculty rostered in the Program. Recommendations will be based on the Program's Policies for Reappointment, Promotion, and Tenure.
- ii. Serve on subcommittees.
- iii. Determine academic and programmatic policy.
- iv. Approve new course offerings.
- v. Discuss the content of course offerings.
- vi. Elect the Director of the International Affairs Program and consider the Director's continuance and renewal. In case of issues involving the Director's continuance and renewal, the Executive Committee shall convene to discuss and deliberate, and make recommendations to the Committee, which will then deliberate.
- vii. Elect candidates to fill vacancies on the Committee.
- viii. Discuss problems and progress of International Affairs students.

- ix. Conduct evaluations of teaching faculty.
- x. Participate in Program honors committees and supervise honors research papers.

### C. Subcommittees

- i. Executive Committee
  - 1. There shall be an Executive Committee consisting of three members plus the Director of the Program serving ex officio.
  - 2. At least two different academic ranks shall be represented on the Executive Committee. Members shall be elected from the rostered tenure-line and teaching professor faculty, unless other ranks are deemed necessary.
  - 3. The Executive Committee shall prepare annual merit evaluations for faculty rostered in the Program and for the Director.
- ii. Grievance Committee
  - 1. A two-member merit Grievance Committee will be selected when needed. Members will be selected from the Committee on International Affairs. The Director and members of the Executive Committee are ineligible to serve on the Grievance Committee.
- iii. Other
  - 1. The Committee on International Affairs may create other permanent or temporary subcommittees as needed for the effective operation of the Program.

### D. Meetings

- i. The Committee on International Affairs shall meet at least once every semester during the regular academic year and at other times as deemed necessary by the Director or at the written request of three or more members.
- ii. An agenda will be circulated by the Director no later than one week before Committee meetings.

### E. Voting

- i. A quorum shall consist of a simple majority of all Committee members, exempting those on teaching or research leave. Absentee ballots are discouraged but may be submitted if attendance is precluded by reasons such as illness, a prior scheduling conflict, or leave from campus. Absentee ballots must be submitted in writing prior to the meeting, recording the vote on specific issues. Absent members who have submitted absentee ballots will count towards the quorum.
- ii. With the exception of new appointments to the faculty and amendments to the By-Laws, decisions shall be made by a simple majority of all votes cast.
- iii. Committee members of all ranks are eligible to vote on new appointments to the IAFS rostered faculty. Approval of new appointments to the faculty requires a two-thirds majority vote in favor of the appointment. If the new appointment is to be offered with tenure, then a separate vote is taken as described in point 4 and in the document "Policies for Reappointment, Promotion and Tenure."

- iv. All other personnel decisions require a simple majority vote for a positive recommendation for reappointment, tenure, or promotion. Only tenure/tenure-track faculty are eligible to vote on tenure/tenure-track reappointment, promotion, and tenure cases. Additional voting eligibility for promotion, reappointment, and tenure cases are outlined in the applicable policies for tenure rank and teaching professor/instructor rank faculty.
- v. All policies and procedures held by the College of Arts and Sciences, the Offices of the Provost and Chancellor, and the Regents shall apply.

## II. OFFICE OF THE DIRECTOR

### A. Composition

The Office of the Director includes:

- The Director
- Program Staff

### B. Selection of the Director

- i. The Director shall hold the academic rank of Professor or Associate Professor with tenure.
- ii. The Committee shall elect a Director by majority vote. The election shall be held in the spring semester preceding the end of the Director's term of office.

### C. Director's term of office

- i. The Director's term of office shall be four years.
- ii. In the absence of the Director or if a Director is unable to complete their four-year term, the Committee shall elect an acting Director.

### D. Functions of the Director

- i. The Director shall be the executive officer of the Program and is responsible within the Laws of the Regents, the policies of the University, and the rules of the College of Arts and Sciences and the Program, for the effective and efficient administration of the Program, certificates, and any affiliated programs at the University.
- ii. Administratively, the Director is responsible to the Dean of the College as well as to the Program. With the advice and counsel of colleagues in the Program and acting under the rules of the Program, the Director is the Program's representative and spokesperson.
- iii. The Director has the responsibility for providing leadership in all activities of the Program.
- iv. The Director is expected to articulate the goals of the Program, both within and without the Program, to articulate the Program's actions or requests in pursuit of these aims, and to maintain a climate that is conducive to the highest standards in teaching and scholarship. The Director has the responsibility to inform the Program of the views and actions of the Dean of Arts and Sciences, other administrators, other units, or groups of faculty that might affect the Program.
- v. The Director is responsible for:
  - 1. faculty evaluation in cooperation with the Executive subcommittee

2. proper preparation of faculty personnel recommendations in cooperation with the appropriate Personnel Subcommittee(s)
3. negotiating with Chairs of interested departments for the provision of appropriate course offerings
4. alerting Chairs of departments of the needs of the International Affairs Program when departments are in the process of hiring new faculty
5. convening meetings of the International Affairs Committee
6. arranging for guest lecturers
7. carrying out other activities as appropriate to promote the Program

#### E. Program Staff

- i. To fulfill its educational missions, the program relies on a diverse set of staff who have different responsibilities. Specific policies and procedures for staff are available at <https://www.colorado.edu/hr/>.

#### F. Functions of the Program Staff

- i. As part of the Director's Office, Program Staff is responsible for:
  1. arranging course offerings in the Program
  2. scheduling of courses
  3. preparing the annual budget
  4. preparing reports and proposals for the College and Campus

### III. CHANGES IN THE BY-LAWS

- A. The by-laws may be amended by a 2/3-majority vote of all Committee members.
- B. Every four years an ad hoc committee to consider revision of the by-laws shall be appointed by the Director to recommend revisions, if any, to the Program.

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#### Revision History:

- Fall, 2013
- Fall, 2021
- Fall, 2022