

UNIVERSITY OF IOWA
INTERNATIONAL PROGRAMS

Manual of Procedure

May 21, 2003

ARTICLE I: International Programs Faculty

- 1. Members:** The membership of International Programs consists of all faculty and clinical faculty in colleges at the University of Iowa who have an interest in international activities, who teach courses with international content, and who participate actively in the activities of one or more of the academic units within International Programs. Staff may also be invited to participate in International Programs.
- 2. Meetings:** The Associate Provost and Dean may convene meetings of the entire International Programs faculty as needed for discussing and voting on IP issues.

ARTICLE II: International Programs Executive Committee

- 1. Members:** The Executive Committee represents the constituent projects of International Programs, the colleges active in IP, the current and past directors of National Resource Centers, IP staff members, and others prominent in the activities of IP. It includes the current Program Heads and Center Directors as well as the past Center Directors. For those colleges not otherwise represented, the Dean of these colleges will be asked to nominate a collegiate representative for appointment by the Associate Provost and Dean of International Programs. The Associate Provost and Dean provides members with current rosters of the membership. The term of office is three years, renewable with the recommendation of the program faculty and approval of the Associate Provost and Dean. Faculty members of the Executive Committee are encouraged, but not required, to have a 0%-time appointment in International Programs (see Article VI).
- 2. Chair:** The Executive Committee is chaired by the Associate Provost and Dean of International Programs.
- 3. Powers:** The Executive Committee creates the academic agenda for International Programs. It advises the Associate Provost and Dean on IP policies, procedures, and activities. It recommends policies that promote teaching, scholarship, and service. It helps establish goals and practices of International Programs for curriculum design as well as the admission, retention, progression, and graduation of students.
- 4. Meetings:** The Executive Committee meets monthly during the academic year. Special meetings may be called by the Provost, the Associate Provost and Dean, or the Executive

Committee; and they shall be held within ten days of a written request by thirty percent or more of its voting members. A majority of Executive Committee members constitutes a quorum. Except for issues of personnel, meetings are open to the public. All guests are free to speak on recognition from the chair. The Associate Provost and Dean normally chairs meetings and serves as parliamentarian but may designate replacements as needed. Parliamentary rulings may be appealed to the floor for decision by majority vote. The Associate Provost and Dean may address budget issues, appointment of staff, creation of new programs, administration and conduct of academic degrees and majors, fund-raising activities, external funding, and any other activities of International Programs. The Associate Provost and Dean provides an annual report on the IP budget. Members of the Executive Committee advise the Associate Provost and Dean of International Programs through discussion and votes.

5. **Votes:** All decisions at meetings are made by a majority of the members present and voting. For itself or the faculty of International Programs, the Executive Committee can authorize electronic ballots between meetings through majority votes of the membership.
6. **Agendas:** The chair normally distributes an agenda to every member at least forty-eight hours before each meeting. Agendas for special meetings called on short notice may be distributed with the calls for those meetings. Any member of the executive committee may place items on the agenda.
7. **Minutes:** A designee of the chair keeps a record of each meeting and distributes it to every member at least two days before the next meeting, when the Executive Committee considers it for approval.

ARTICLE III: Office of International Programs

1. **Associate Provost and Dean of International Programs:** The Associate Provost and Dean of International Programs is the administrative head of International Programs. The Associate Provost and Dean of International Programs represents the best interests of International Programs across campus and is an advocate for IP. The Associate Provost and Dean reports regularly to the Executive Committee on major decisions concerning IP policies, procedures, and budgets. The Associate Provost and Dean pursues funding and support for and advocates for the strengths of International Programs throughout the university and to external constituencies.
2. **Associate Dean of International Programs:** The Associate Dean is a full-time member of the tenured faculty who assists the Associate Provost and Dean. The Associate Dean serves a three-year, renewable term at the pleasure of the Associate Provost and Dean, advised by the Executive Committee. The chairs, heads, or directors of the constituent academic programs report to the Associate Dean. The Associate Dean appoints and chairs the committees that allocate funds for International Travel Grants, FLAS fellowships, Major Projects, Curriculum Development, Stanley graduate and undergraduate scholarships and others as needed. The Associate Dean is to be familiar with each of the academic programs and is an advocate for them, finding ways to support the programs and to encourage innovative changes and improvements. The Associate Dean oversees all undergraduate, graduate, and professional programs of study administered by IP.

ARTICLE IV: Constituent Programs

- 1. Members:** The academic activities of International Programs are carried out by constituent academic programs. International Programs may establish new constituent programs by a majority decision of the Executive Committee upon recommendation from the Associate Provost and Dean.
- 2. Chair:** Each constituent academic program is chaired by a member of the faculty nominated by the members of the program and appointed by the Associate Provost and Dean. All chairs (or directors) serve at the will of the Associate Provost and Dean. Throughout the academic year, the chairs (or directors) will call meetings for members of their programs to oversee and administer its activities. The chair (or director) supervises any staff, including teaching or research assistants assigned to the program. All chairs (or directors) will submit an annual report of program activities. Program chairs (or directors) will provide the Associate Provost and Dean with an annual, formal request if program funds are being requested. Overall the chair (or director) is to maintain a high level of activity in the program with the advice and support of its participating faculty.
- 3. Budgets:** The chair of each program will draw up a budget in consultation with the members of the program. Final decisions about budget allocations are made by the Associate Provost and Dean with advice of the Executive Committee. All chairs will consult with program faculty regarding the program budget.

ARTICLE V: Other Committees

- 1. Committees:** The Associate Provost and Dean may appoint standing and ad hoc committees to assist with the work of International Programs that falls outside the purview of the Executive Committee or other IP committees already established. The Executive Committee may establish standing or ad hoc committees to help carry out its responsibilities.
- 2. Members:** Individuals who are not members of the International Programs Faculty may be appointed to these bodies, along with members who are. The authority that creates each body appoints its members or may delegate their appointments to the Associate Provost and Dean.
- 3. Standing Committees** make recommendations to the Associate Provost and Dean, the Executive Committee, and the International Programs Faculty as appropriate.
 - a. Admissions:** recommends students for admissions to the Interdisciplinary MA in International Studies.
 - b. Curriculum:** recommends major changes in the curricula of degree programs administered by International Programs.
 - c. Scholarships:** recommends M.A. students for financial aid and awards.
 - d. Study Abroad:** advises the Director of the Office for Study Abroad.
 - e. Self-Study:** recommends improvements in International Programs.

- 4. Reports:** Each committee and organization writes prompt reports on all proceedings, making them available to all members of the IP faculty, and each writes a report to its appointing authority upon completing a specific assignment. The office of the Associate Provost and Dean maintains a permanent file of these reports.

Article VI. Faculty Appointments in International Programs:

- 1. Adjunct Appointments** – International Programs may make adjunct faculty appointments (up to 3 years, at less than 50%, and renewable) for purposes of demonstrated teaching or other needs. Such appointments are subject to all university policies and procedures regarding faculty appointment and review. Adjunct appointments to International Programs are made on the recommendation of the Associate Dean and by a simple majority vote of the Executive Committee present and voting, except that staff members of the Executive Committee may not vote on faculty appointments. Their recommendation is forwarded to the Associate Provost and Dean of International Programs.

Terms of such appointments will be set in a letter of agreement, as specified in the Provost's *Policy on Faculty Appointments in Non-departmental Units*, signed by the appointee, the appointee's DEO (if any, or supervisor if not in an academic department the Associate Provost and Dean for International Programs, as well as the Dean or Vice-President of the unit in which the appointee has his/her primary appointment (if any), and the appointee. The letter will specify the appointee's privileges and responsibilities with respect to International Programs, procedures for review and renewal (up to 3 years, at less than 50%), allocation of funds, and the expected activities in teaching, research, and service. As with all faculty appointments, the provost finally must approve such appointments.

- 2. Zero-Percent Budget or Budgeted Appointments** - International Programs may make faculty appointments, budgeted or non-budgeted as specified below, for such reasons as specific curricular needs, special projects such as grant-funded programs, and the regularizing of unit responsibilities. Such appointments are subject to all university policies and procedures regarding faculty appointment and review and are made on the recommendation of the Associate Dean and by a simple majority vote of the Executive Committee present and voting, except that staff members of the Executive Committee may not vote on faculty appointments. Their recommendation is forwarded to the Associate Provost and Dean of International Programs. Unless otherwise specified, all such faculty appointments must receive the approval of the collegiate dean, or if involving more than one college, several deans, or the appropriate vice president, and the provost.

International Programs, may make zero-percent budget or budgeted, faculty joint appointments from the university faculty, not to exceed five years, and renewable.

Terms of such appointments will be set in a letter of agreement, signed by the faculty member's DEO and the faculty member, the Associate Provost and Dean for International Programs, as well as the Dean or Vice-President of the unit in which the appointee has his/her primary appointment (if any), and the appointee. The letter will specify the faculty member's privileges and responsibilities within International Programs, the frequency and procedures for review and renewal, the allocation of funds, and the expected activities and percentage of effort allocated to teaching, research, and service.

Article VII. Changes to the Manual of Procedure:

1. The *Manual of Procedure* may be modified on the recommendation of the Associate Provost and Dean and the approval by a two-thirds vote of the Executive Committee. All changes to the *Manual of Procedure* will be discussed and approved by the Executive Committee.