

International Studies Advisory Council (ISAC) By-Laws

- **Composition:** The ISAC is composed of one member from each academic college
- **Assignment:**
 - College Deans assign representatives to ISAC. Assignments need to be made no later than May 1 for the following fall term.
 - Each college assigns one representative, chosen from tenure line faculty or Assistant or Associate Dean with evidence of internationalization experience. No more than two administrators (i.e. Associate/Assistant Deans, School Directors, Department Chairs) should serve on the committee at any given time.
 - Service on ISAC is equivalent to 0.50 CHEs per year (0.25 per semester).
- **Terms:**
 - Three-year term.
 - Term limit: two consecutive terms with possibility of reassignment after a one-year hiatus unless there are college contingencies such as, but not limited to, serving on the committee as part of one's official capacity within the unit.
 - Out-of-term vacancy (e.g., leaving after one year; sabbatical): Dean will appoint as desired (e.g., for remainder of term). A vacancy within one's three-year term will count as part of a member's three-year term, but fulfilling such a vacancy will not constitute part of the substitute's three-year term.
- **Officers:**
 - **Chair** plans the meeting agendas, in consultation with the Executive Director of the OIE and the ISAC members, leads the meetings, and takes minutes at the meetings.
 - **Vice-chair** runs the meetings if the chair is not able to so do. The vice-chair is an elected office; unless there are other contingencies, the vice-chair will advance to the role of chair the following year.
 - **Officer Elections** are usually held at the last spring meeting of the year.
- **Additional Member (non-voting):**
 - OIE Executive Director
- **Roles include, but not limited to:**
 - Advise the Office of International Engagement on matters related to university level international initiatives, programs, and relationships.
 - Attend one meeting a month during the academic year.
 - Participate, as able, in campus-wide international and OIE activities and programs.
 - Provide guidance and promote OIE and university level international initiative, programs, and relationships.
 - Serve as a two-way conduit of communication between the Colleges and the OIE.
 - Report on college international activities to the ISAC.
 - Keep college leadership and faculty informed about international activities.
 - Review and provide feedback on OIE-related proposals (e.g. faculty-led study abroad, partnership development, seminar series, international education week).