# Global Studies Program

# College of Liberal Arts and Sciences University of Illinois BYLAWS

## Sec. 1. NAME

The name of this unit is Global Studies Program.

## Sec. 2. FUNCTIONS

The Program is an undergraduate major under the umbrella of the Illinois Global Institute (IGI), within the College of Liberal Arts and Sciences (LAS), providing certificate programs and minors in various subfields of Global Studies.

## Sec. 3. COMPOSITION

The Global Studies Program employs teaching, advising and administrative staff. Their tasks are laid down in their respective job descriptions.

### Art. 1. Teaching and Advising Staff

1. The teaching and advising staff of the Program are specialized faculty members. With the exception of the Academic Advisor, all specialized faculty members hold a doctoral degree.
2. The evaluation and promotion of specialized faculty follows campus and college guidelines and are laid down in the document “Policies on Specialized Faculty.”
3. The Program employs temporary/adjunct faculty and teaching assistants in accordance with campus guidelines.

### Art. 2. Administrative Staff

### The Associate Director

1. The Associate Director assists the Director with the mission of the program and is the primary person in charge of design of the curriculum.
2. The Associate Director is responsible for the day-to-day operation of the Program in accordance with his/her job description.
3. The Associate Director supervises the keeping of the necessary records and the gathering and dissemina­tion of information of interest to Global Studies majors and responds to requests for information and reports.
4. The Associate Director performs teaching and advising duties to Global Studies majors and minors. The actual load is negotiated in accordance with staffing needs at the beginning of each semester.
5. The Associate Director supervises the Office Manager, the Academic Advisor, Teaching Assistants and Adjunct Faculty.
6. The Associate Director manages Human Resources issues with the College of LAS, including searches and promotions.
7. The Associate Director is appointed by the Director in consultation with the Faculty Advisory Committee and Office of the Dean of LAS.
8. ***The Office Manager***
   1. The administrative tasks, such as office management, budgeting, webpage updates, and record-keeping are carried out by the full-time Office Manager.
   2. The Office Manager is supervised by the Associate Director of the Program.
   3. Office Manager is in charge of hiring and supervising interns.

## Sec. 4. GOVERNANCE

The Program’s work of planning and coordination is accomplished chiefly by the Director and the Associate Director. They consult the regular teaching, advising, and administrative staff on a regular basis, most commonly in the weekly staff meetings (see below).

### Art. 1. Appointing Authority

1. Administrative responsibility for the Program is lodged with the Dean of the College of Liberal Arts and Sciences.

### Art. 2. The Director

1. The Director is appointed by the Dean of the College of LAS on the recommendation of the Executive Director of the Illinois Global Institute (IGI) for a renewable term of up to five years, subject to annual review. The appointment process will typically be conducted by: 1) a search committee formed by the IGI Executive Director in consultation with the Unit Executive or Advisory Committee, or 2) the IGI Executive Director will consult with the members of the Executive or Advisory Committee and will seek input and suggestions from the Unit’s staff and affiliated faculty. Reappointment would be based on an evaluation that follows the procedures for Cyclical Evaluation of Administrators in the LAS policy manual (https://las.illinois.edu/faculty/policy/ii3).
2. The Director is responsible for the overall educational mission of the Program and the management the Program’s financial resources. The Director is especially charged with receiving and seeking out suggestions for the improvement of the Program from faculty, students, and LAS, and taking appropriate action on such suggestions.
3. The Director directly supervises the Associate Director and specialized faculty.
4. The Director may create additional positions to fulfill the Program’s teaching obligations and to meet specific project requirements related to the enhancement of the curriculum.
5. The Director calls regular staff meetings and sets the agenda in consultation with the Associate Director, Office Manager, Academic Advisor and Lecturers (see below).

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### Art. 3. The Faculty Advisory Committee

1. The Faculty Advisory Committee assists the Director in setting and monitoring the accomplishment of educational goals. In particular, it evaluates new course proposals every year.
2. The Faculty Advisory Committee consists of 5-8 tenure track faculty members and includes representatives from the main disciplines involved in the Program’s teaching areas. These disciplines include, but are not limited to, Anthropology, Economics, Geography, History, Political Science, Sociology, and the School of Languages. (All disciplines may not necessarily be represented on the committee at a given time.) The Office Manager serves as staff support for the Committee.
3. The Faculty Advisory Committee is appointed by the Director. Members serve for a one-year term and may be reappointed.
4. The Faculty Advisory Committee meets as often as necessary, but at least once a semester, and the meeting is called and led by the Director.

## Sec. 5. MEETINGS

### Art. 1. Staff Meeting

The Director has authority to call meetings of the teaching, advising and administrative staff whenever such a meeting is deemed appropriate or necessary, but usually once a week. The Associate Director, Academic Advisor, specialized faculty, and the Office Manager participate in setting the agenda and attend the meetings.

### Art. 2. Annual Retreat

The Associate Director calls and leads an annual retreat attended by the staff and the teaching and advising faculty. The agenda is set collectively by the Director, Academic Advisor, specialized faculty, and Office Manager.

## Sec. 6. EVALUATION AND PROMOTION The Director collects self-evaluations at the end of each academic year from the Associate Director and the specialized faculty, and these form the basis of his/her evaluations as well as promotions. The Associate Director evaluates the Academic Advisor and the Office Manager. These evaluations, also taking into consideration ICES scores, form the key criteria of merit increase in salaries. Promotion requests are handled by the Director in consultation with the Associate Director and the Office of the Dean of LAS. The evaluation criteria are laid down in the Policy on Specialized Faculty while the possible ranks to be promoted to follow campus guidelines.

## SEC. 7. GRIEVANCE PROCEDURES

## *Art.1. Student Grievance* Students who have questions regarding their semester grade in a course should confer directly with the instructor. Students who also believe the grade awarded is demonstrably improper by reason of capricious or arbitrary grading should confer directly with the instructor of the course or, if the instructor is unavailable, with the Associate Director, who mediates between instructional personnel, teaching staff, and administrative staff on the one hand and students on the other. After an unsuccessful resolution, students contact the Director, who will appoint an *ad hoc* Capricious Grading Committee that will consist of Global Studies specialized faculty and a tenure-stream faculty who is a member of the Faculty Advisory Committee. The appeal must be filed within six working weeks after the start of the next semester. Students may obtain the name of the committee chairperson from the departmental office.

## For further information, refer to the section § 3-107 of the [Student Code](http://studentcode.illinois.edu/article3_part1_3-107.html)*.* <http://studentcode.illinois.edu/article3_part1_3-107.html>

## The Associate Director also assists teaching staff and instructional personnel with students’ infringement of the Student Code of Conduct, such as plagiarism or other infringements of academic integrity, as described in the LAS guidelines on academic integrity: <https://www.las.illinois.edu/students/integrity/>.

### Art. 2. Staff Grievance

Teaching, advising and administrative staff take their grievance to the Associate Director first. If they get no satisfactory resolution, they contact the Director. If the Director does not give a satisfactory resolution, the grievant or/and the Director could refer the grievance to the Executive Director of the Illinois Global Institute (IGI). Should the grievance not be resolved at the IGI level, the Executive Director or the grievant can refer the question to the Faculty Appeals Committee of the College of LAS, whose decision is binding. Civil service employees’ grievance procedure is laid down in Policy and Rules for Civil Service Staff: <https://nessie.uihr.uillinois.edu/pdf/policy/rules/pr17chap.pdf>  
  
**SEC. 8. AMENDMENT OF BYLAWS**

The Bylaws may be amended at any time by the Director in consultation with the Associate Director, the Faculty Advisory Committee, the Executive Director of the IGI, and the Dean’s Office of LAS. A copy of the amended Bylaws will be forwarded to the dean of LAS for review in order to ensure that the Bylaws are in conformance with the University Statutes and other relevant University, campus, and college policy documents.

## Drafted and approved by the Global Studies Faculty Advisory Committee—September 25, 2018.