Bylaws of the University International Council (Approved by UIC – February, 2016; Approved by President McDavis – April, 2016)

**Membership:**

The University International Council (UIC) is a University standing committee. Members are appointed by the President, based upon recommendations from the *Committee on Committees*. Membership of the UIC consists of faculty, student and administrative representatives. All members have voting rights unless noted otherwise in this document.

Faculty representatives shall be nominated by the dean or dean’s equivalent of each college or academic unit. Colleges with a substantial level of international activities should preferably be represented by faculty directors of international programs or offices, if they exist, or by faculty members with appropriate international experience who are able to coordinate their activities with the dean’s office or equivalent. The role of faculty representatives is to represent their college or academic unit, not just their own department, school or other academic program. Faculty representatives shall serve staggered three-year terms and may be re-nominated at the end of their term. College and academic unit representation will include the following:

* Center for International Studies
* College of Arts and Sciences
* College of Business
* College of Fine Arts
* College of Health Sciences and Professions
* Gladys W. and David H. Patton College of Education
* Graduate College
* Heritage College of Osteopathic Medicine
* Honors Tutorial College
* Regional Higher Education
* Russ College of Engineering and Technology
* Scripps College of Communication
* University College
* Voinovich School of Leadership and Public Affairs

Student representatives shall be nominated by the respective student organizations and shall serve a one-year renewable term. Student membership shall be made up of one representative each from:

* Student Senate
* Graduate Student Senate
* International Student Union

Ex Officio membership shall be made up of one administrative representative with international responsibilities or interest each from:

* Department of Linguistics
* Department of Modern Languages
* Division of Student Affairs
* Division of University Advancement
* Enrollment Management
* International Student and Faculty Services
* Office of Diversity and Inclusion
* Office of Global Affairs
* Office of Global Opportunities
* Office of Instructional Innovation
* Ohio Program of Intensive English
* University Communication and Marketing
* University Libraries
* Vice President for Research and Creative Activity
* Chair, UIC (non-voting)
* Vice Provost for Global Affairs and International Studies; Chair, Senior International Management Team (non-voting)
* Associate Provost, Faculty and Academic Planning (non-voting)

**Charges:**

The UIC serves the Executive Vice President and Provost and the President in an advisory capacity on international matters. Its broad charge is to initiate, foster, coordinate, evaluate and effectively communicate the global activities of the University, and to develop and propose new international education, research and service policies and other related initiatives. More specifically, the UIC is charged with the task of rendering advice and making policy recommendations on the following:

Global Education, Research, & Creativity

* The UIC shall undertake proactive steps to monitor and encourage the globalization of the University’s academic programs and shall endeavor to assist faculty seeking to add international components to their new or existing programs.

Global Mobility of Knowledge and Experience

* The UIC shall encourage faculty and staff’s engagement of global activities for professional purposes through administering the University’s Global Travel Fund and advancing university-wide global programming.
* The UIC shall encourage students to actively participate in off-campus global academic experiences.

Global Diversity of Campus Life

* The UIC shall seek to increase and retain the presence of international students, faculty, and staff on campus.
* The UIC shall seek to support the continued development of diverse and inclusive academic environment, experiential learning and cultural awareness across all campuses.

Global Relations & Profile

* The UIC shall provide guidance for the development of OHIO’s international affiliations and activities that support the academic mission of the University.

Supporting Priorities

* The UIC shall initiate, develop and propose academic and relationship management policies, programs and priorities.
* The UIC through its subcommittees shall review all new international program initiatives, exchange agreements and off-campus academic proposals.
* The UIC shall oversee the evaluation of all existing international partnership and exchange agreements and global mobility programs.

**Operational Procedures:**

The UIC shall be chaired by a senior college representative elected to a two-year term by the members of the UIC at the final regular meeting of spring semester. Once a college representative is elected Chair of the UIC, his or her home college will nominate another faculty member to represent the college. Once elected the Chair becomes a non-voting member of UIC.

The UIC shall vote for a Chair-Elect from the UIC college representatives at the final regular meeting of spring semester. The Chair-Elect serves in the absence of the Chair and remains a college representative with a voting right. The Chair-Elect will normally be elected Chair at the end of the current Chair’s term.

Staff support for the UIC will be provided by the Office of Global Affairs (OGA). OGA is the secretariat responsible for facilitating the global strategy and overseeing its implementation, monitoring and evaluation. It is the official repository for all international agreements approved by the UIC and maintains a database of all existing programs. OGA is responsible for maintaining all student exchange agreements and off-campus program proposals.

The UIC shall meet twice per semester during the fall and spring semesters. Special meetings may be scheduled as needed. A quorum for all meetings shall consist of 50% of the voting faculty and Ex Officio members and a minimum of one student. Business may be conducted electronically as needed during the summer, during breaks and when expedited processing is required, as determined by the Executive Vice President and Provost, the Senior International Management Team Chair or the UIC Chair. Expedited/electronic business must follow the normal UIC process flow with the members involved in the electronic discussion being considered a quorum. Minutes of all meetings shall be recorded and made availale to the President, Provost, Vice Presidents, Deans and UIC members. All activities, actions and recommendations of the UIC shall also be reported and posted on the Global Affairs website <http://www.ohio.edu/global>.

In addition to any ad hoc committees as it shall establish from time to time, the UIC shall operate with the following sub-committees:

1. Executive Committee
2. Global Education, Research, and Creativity Committee (GERC)
3. Global Mobility Committee (GMC)
4. Global Travel Fund Committee (GTF)
5. Globalizing the Campus Committee (GCC)

The goals, objectives, membership and operating procedures of the sub-committees shall be maintained as a supplmentary document. The UIC shall approve the bylaws of all subcommittees. All sub-committees shall have two co-chairs, consisting of one faculty representative and one administrative representative. All voting members of UIC are expected to actively serve on one or more standing committees.

The Executive Committee consists of the UIC Chair, the UIC Chair-Elect, the Chairs of the other sub-committees and the Vice Provost for Global Affairs and International Studies. The Executive Committee normally meets prior to regular UIC meetings. Special meetings of the Executive Committee may be called by the UIC Chair or the Vice Provost for Global Affairs and International Studies.