Bylaws of the Center for Global and International Studies
University of Kansas

I. Mission and Objectives

The Center for Global and International Studies (CGIS) exists as a catalyst for global and international studies in the College of Liberal Arts and Sciences. Building upon longstanding institutional strength in area studies and a commitment to international engagement, the Center: (1) provides a single point of contact and organization for College faculty with expertise in global and international studies; (2) promotes interdisciplinary research and teaching on topics and themes of transnational scope; (3) fosters research and expertise in world areas of growing economic and strategic importance not covered by the existing area studies centers; (4) stimulates grant activity and seeks external funding for curricular, research, and outreach projects in global and international studies; (5) provides a central home for interdisciplinary degree programs in international studies; (6) prepares students for careers in a global economy and an increasingly interconnected world; and (7) promotes the global competitiveness of the state, the region, and the nation by providing outreach and support to businesses, schools, and government agencies.

II. Center Structure and Governance

A. CGIS Faculty Membership

1. Core Faculty: For membership in the core faculty, faculty members must hold an appointment at the University of Kansas and meet one of the following two criteria:
   (1) teach at least one course on a regular basis (no less than once every two years) with at least 25% of its content focused on a region outside of the United States or on a topic of global scale,
   (2) conduct research focusing substantively on a topic with global or international implications.

Librarians must focus on a region outside of the United States or on subjects of global scale. A core member has the right to serve on one of the CGIS Standing Committees if eligibly elected or appointed as outlined in these bylaws. The list of core faculty shall be revised yearly by the Director in consultation with the Executive Committee (EC).

2. Associate Faculty: An individual whose teaching and research touch on global or international issues and who requests an associate membership to the CGIS may be appointed by the Director upon recommendation of the EC. Associate members do not have the right to vote in standing committee meetings or Center proceedings. The list of associate faculty shall be revised yearly by the Director in consultation with the Executive Committee.
B. **Director:** Oversight of the Center for Global and International Studies is the responsibility of the Director, who also serves as the chairperson of the EC. Appointed by the Dean of the College of Liberal Arts and Sciences, the Director reports to the Associate Dean of International Studies in the College and is the official representative of CGIS to all other units and administrators of the university.

C. **Associate Director for Faculty Programs and Outreach:** The Associate Director for Faculty Programs and Outreach is selected by the Director, in consultation with the EC, and appointed by the Dean of the College in accordance with University procedures. The Associate Director may chair EC meetings in the Director’s absence. Other responsibilities include assisting in grant development and implementation, and coordinating the Center’s outreach initiatives.

D. **Associate Director for Curriculum and Advising:** The Associate Director for Curriculum and Advising is selected by the Director, in consultation with the EC, and appointed by the Dean of the College in accordance with University procedures. The Associate Director acts as the chairperson of the Curriculum & Advising Committee and the Fellowships & Admissions Committee, and may chair EC meetings in the Director’s absence. Other responsibilities include advising students, maintaining/updating course offerings, overseeing the degree programs in CGIS, nominating the student members of the EC, and supervising the advising staff.

E. **Committee duties and assignments:** There shall be three standing committees:

1. An Executive Committee (EC);
2. A Curriculum & Advising Committee (CAC);
3. A Fellowships & Admissions Committee (FAC);

Each committee shall select a chair from among its members. Faculty and students receiving the plurality of votes for each Executive Committee position as outlined below (section F) shall be deemed elected to that position for a two-year term. No faculty member or student shall be eligible for more than two consecutive two-year cycles of standing committee duty within the CGIS, and must be absent from such assignments for at least one two-year cycle before becoming eligible again for service. Votes in committees shall be carried by simple majorities. The Director or Associate Directors are non-voting *ex officio* members of standing committees. A quorum for all committee meetings shall be considered a majority plus one of the members appointed or elected to the committee. No faculty member or student may serve on more than one CGIS standing committee at the same time. Faculty who depart committee assignments prior to the expiration of their term may be replaced for the remainder of an existing term by the Director in consultation with the Executive Committee.
F. *The Executive Committee:* Members of the EC include the Director of CGIS, two Directors from KU’s area studies centers, two faculty members from the professional schools, four individuals selected from the Center’s list of core faculty, an undergraduate student, a graduate student, and one designate from each of the following units: International Programs, the College of Liberal Arts & Sciences, and the University Libraries. Every two years the faculty members on the EC are elected by a mail or electronic ballot sent to all core faculty. Nominations for membership consideration may be submitted by any core faculty member to the Director, who shall submit a list of all eligible nominees, as determined in these bylaws, to the core faculty for election. The Director and Associate Directors may also submit faculty nominees to the list. Undergraduate and graduate student members of the EC will appointed by the Director, in consultation with the Associate Director for Curriculum and Advising.

The EC assists the Director and Associate Directors with the development, interpretation and implementation of policies, grant development strategies, the annual review of the Center and degree requirements, faculty appointments, and the hearing of student petitions and grievances. The EC also functions as the final approving body for all curricular matters, based upon the recommendations of the Curriculum & Advising Committee.

G. *Curriculum & Advising Committee:* Members of the Curriculum and Advising Committee include the Associate Director for Curriculum and Advising, five faculty members selected from the Center’s list of core faculty, an undergraduate student, a graduate student, and a representative from International Programs. Members are appointed by the Director, in consultation with the EC.

The Curriculum and Advising Committee is responsible for advising the Associate Director on curriculum review and revision of the graduate and undergraduate programs housed in the Center, and it helps coordinate curriculum planning for the Center’s academic programs across departments and disciplines. It is the Director’s responsibility to ensure that membership on the committee is broadly representative of the disciplinary areas represented in the curricula. Membership shall include at least one faculty member from a professional school.

H. *Fellowships & Admissions Committee:* Members of the Fellowships & Admissions Committee include the Associate Director for Curriculum and Advising, two faculty members from the social sciences, two faculty members from language departments, one faculty member from the non-language humanities, one member from the professional schools, one faculty member from the natural sciences, a representative from International Programs, an undergraduate student, and a graduate student. Members are appointed by the
Director, in consultation with the EC. Membership terms and eligibility are
governed by the rules outlined above.

The Fellowships & Admissions Committee is responsible for admissions to
CGIS graduate programs, as well as for reviewing and approving competitive
fellowship applications and for advising the Associate Director concerning
any matters arising from the FLAS function of the Center. It is also
responsible for exploring student programming development opportunities
and advising the Associate Director for Curriculum and Advising about its
findings.

I. Ad Hoc Committees: Ad Hoc Committees will be formed as necessary by the
Director and the EC. The duties of ad hoc committees shall not overlap the
duties of standing committees as explicitly articulated in these by-laws.
Membership of ad hoc committees shall be determined by the Director, in
consultation with the EC.

J. Advisory Board: The Center will have an Advisory Board, convened by the
Director in accordance with KU guidelines concerning the constitution and
maintenance of such Boards, and in accordance with the by-laws of the CGIS
Advisory Board. The Advisory Board comprises alumni who have achieved
distinction in international affairs, either in government service, the private
sector, or non-profit endeavors, along with other prominent members of the
academic, business, and civic community whose accomplishments are
similarly distinguished and who have demonstrated an interest in the mission
of the Center. The members meet twice a year and work closely with the EC
on communications and fundraising for global programs. The Board will also
serve as a strategic “think tank” to plan the Center’s international agenda with
respect to its goal of becoming more regionally, nationally, and internationally
prominent.

K. General Meeting: A general meeting of the CGIS faculty will be held
annually in the Spring Semester of the academic year. The meeting will
include: a report from the Director concerning Center activities; a time for
questions from the faculty; and a time for discussion and recommendations
from the faculty in attendance concerning future directions or current
operations of the Center.

III. Changes

The Bylaws may be changed by a two-thirds vote of approval by a quorum of the faculty
making up the core membership. Members may be present to vote or use a mail or
electronic ballot as determined by the Director. A quorum for purposes of such a vote
shall be defined as no fewer than 10% of the core faculty according to the most recently
updated list of such faculty. The quorum shall also draw on student representatives from the Executive Committee.

IV. Grievances

Pursuant to Article XIV of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations of the University of Kansas, Lawrence, the Center for Global & International Studies establishes the following procedure to hear grievances arising within the Center. Appeal of a grievance heard at a subordinate unit level is to the Judicial Board, not to the College. This procedure shall not be used to hear disputes assigned to other hearing bodies under USRR Article VI, Section 4.

For disputes involving alleged academic misconduct, see the College of Liberal Arts and Sciences’ policy on academic misconduct. For alleged violations of student rights, the initial hearing normally will be at the unit level. There is an option to hold an initial hearing at the Judicial Board level if both parties agree, or either party petitions the Judicial Board chair to have the hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the unit level; the opposing party has an opportunity to respond to the petition (USRR 6.4.3.1).

Except as provided in USRR 6.5.4, no person shall be disciplined for using the grievance procedure or assisting another in using the grievance procedure.

The Center for Global & International Studies shall provide a copy of this procedure to anyone who requests it.

1. To start the grievance process, the complainant must submit a written grievance to the Director of the Center for Global & International Studies. The complaint shall contain a statement of the facts underlying the complaint and specify the provision(s) of the Faculty Code of Conduct, University Senate Code, the University Senate Rules and Regulations, the Code of Student Rights and Responsibilities, or other applicable rule, policy, regulation, or law allegedly violated. The complaint shall also indicate the witnesses or other evidence relied on by the complaining party, and copies of any documents relevant to the complaint shall be attached to the complaint.

2. At the time the complaint is submitted to the Center for Global & International Studies, the complaining party shall provide a copy of the complaint, with accompanying documents, to the respondent(s).

3. Upon receipt of the complaint, the Center shall contact the respondent to verify that the respondent has received a copy of the complaint and to provide the respondent with a copy of these procedures.

4. Pursuant to University Senate Code 14.2.d, a respondent has the privilege of remaining silent and refusing to give evidence in response to a complaint. The
respondent also has the right to respond and give evidence in response to the complaint.

5. The respondent shall submit a written response to the Center within 14 calendar days of receiving the complaint. The response shall contain the respondent's statement of the facts underlying the dispute as well as any other defenses to the allegations in the complaint. The response shall also identify the witnesses or other evidence relied on by the respondent and shall include copies of any documents relevant to the response. The respondent shall provide a complete copy of the response to the complaining party.

6. Upon receipt of the response, the Center shall contact the complaining party to verify that a copy of the response has been provided.

7. Upon receiving the complaint and response, or if the respondent fails to respond within the 14-day time period, the Center Director shall appoint a faculty committee selected from the current members of the Center to consider the complaint. The committee members shall be disinterested parties who have not had previous involvement in the specific situation forming the basis of the complaint.

8. Pursuant to USRR 6.8.4.2, the chair of the committee may contact other hearing bodies within the University to determine whether a grievance or complaint involving the underlying occurrence or events is currently pending before or has been decided by any other hearing body.

9. Time limits. To use this procedure, the complainant must file the written complaint with the Center within six months from the action or event that forms the basis of the complaint. The six-month time period shall be calculated using calendar days (including weekends and days during which classes are not in session).

10. Upon receiving the complaint, if the chair of the committee determines that any of the following grounds exist, he or she may recommend to the Center Director that the complaint be dismissed without further proceedings. The grounds for such dismissal are: (a) the grievance or another grievance involving substantially the same underlying occurrence or events has already been, or is being, adjudicated by proper University procedures; (b) the grievance has not been filed in a timely fashion; (c) the Center Director lacks jurisdiction over the subject matter or any of the parties; (d) the grievance fails to allege a violation of a University rule; (e) the party filing the grievance lacks standing because he or she has not suffered a distinct injury as a result of the challenged conduct and has not been empowered to bring the complaint on behalf of the University; or (f) the party filing the grievance has been denied the right to file grievances pursuant to USRR 6.5.4.

11. If the chair of the committee determines that a grievance on its face properly should be heard by another body, the chair will recommend that the Center
Director send the grievance to the appropriate hearing body without further proceedings in the Center for Global & International Studies. The Center Director will send a copy of the referral to the complainant(s) and any responding parties.

12. Prior to scheduling a hearing, the parties shall participate in mediation of the dispute unless either party waives mediation. Mediation shall be governed by USRR 6.2.3.

13. If mediation is successful, the mediator will forward to the Center Director, the committee chair, and all parties a letter describing the outcome of the mediation and the terms upon which the parties have agreed to resolve the dispute. This letter shall be a recommendation to the Center Director. The Center Director will notify the mediator, the committee chair, and the parties that the recommendation has been accepted, modified, or rejected.

14. If mediation is not successful, the mediator will notify the Center Director, the committee chair, and the parties that mediation has terminated. If mediation is not successful, or if it is waived by either party, the grievance committee will schedule a hearing no later than 30 calendar days from the written submission of the complaint. The 30-day period may be extended for good cause as determined by the chair of the committee. The 30-day period shall be suspended during the mediation process. The hearing will be closed unless all parties agree that it shall be public.

15. Each party may represent himself or herself or be represented by an advisor or counsel of his or her choice.

16. Each party has the right to introduce all relevant testimony and documents if the documents have been provided with the complaint or response.

17. Each party shall be entitled to question the other party's witnesses. The committee may question all witnesses.

18. Witnesses other than parties shall leave the hearing room when they are not testifying.

19. The chair of the committee shall have the right to place reasonable time limits on each party's presentation.

20. The chair of the committee shall have the authority and responsibility to keep order, rule on questions of evidence and relevance, and shall possess other reasonable powers necessary for a fair and orderly hearing.

21. The hearing shall not be governed by the rules of evidence, but the chair of the committee may exclude information he or she deems irrelevant, unnecessary, or duplicative. Statements or admissions made as part of the mediation process are not admissible.
22. The committee will make an audiotape of the hearing but not of the deliberations of the committee. The audiotape will be available to the parties, their authorized representatives, the committee and the Center Director. If a party desires a copy of the audiotape or a transcript of the tape, that party will pay for the cost of such copy or transcript. In the event of an appeal, the audiotape will be provided to the appellate body as part of the record of the case.

23. After the presentation of evidence and arguments, the committee will excuse the parties and deliberate. The committee's decision will be a written recommendation to the Center Director. The committee shall base its recommendations solely upon the information presented at the hearing.

24. The committee will send its written recommendation to the Center Director and the parties as soon as possible and no later than 14 calendar days after the end of the hearing.

25. Within 14 calendar days of receiving the committee recommendation, the Center Director will notify the parties of the acceptance, modification, or rejection of the recommendation. The Center Director will advise the parties of the procedure available to appeal the decision.

These procedures have been reviewed by the Office of the General Counsel and are effective July 23, 2011.