

**POLICY ON SELECTION AND TERM OF OFFICE
FOR CSULB REPRESENTATIVE TO THE CALIFORNIA STATE UNIVERSITY
ACADEMIC COUNCIL ON INTERNATIONAL PROGRAMS
(ACIP POLICY)**

This policy statement was recommended by the Academic Senate on March 21, 2019 and approved by the president on April 18, 2019.

1.0 INTRODUCTION

The Academic Council on International Programs (ACIP) was established by the Board of Trustees of the California State University (CSU) as an advisory board to the Chancellor. The ACIP assists the Office of International Programs (OIP) in the development of policies and procedures relating to international educational activities within OIP's assigned areas of responsibility, including international partnerships, exchange, academic and fiscal affairs, faculty affairs, student affairs, program review, and alignment with other CSU priorities. The ACIP includes one faculty representative from each of the 23 CSU campuses and ensures on-going communication and consultation between the campuses of the CSU and OIP.

2.0 TERM OF OFFICE

The term of office of the faculty representative shall be three years. Following the ACIP charter, an incumbent may serve two consecutive three-year terms. After a break in service the faculty member is eligible for reappointment.

3.0 QUALIFICATIONS OF FACULTY REPRESENTATIVE

The campus has one faculty representative to the ACIP. The *ACIP Handbook* specifies this person must be a tenured or tenure-track faculty member with demonstrated interest in international/intercultural education through participation in activities such as:

1. CSU International Programs, for example through advising and selecting student participants;
2. exchange programs;
3. campus affiliation with overseas universities;
4. global education/internationalization of the curriculum;
5. governance of overseas study programs;
6. interaction with foreign students; or
7. Fulbright or other international scholarship programs.

4.0 SELECTION OF FACULTY REPRESENTATIVE

- 4.1. The Nominating Committee shall solicit written applications by distributing a description of the position's qualifications and responsibilities as specified by the ACIP. The nominees should prepare a letter of application describing their qualifications and experiences based on the criteria in this policy and the *ACIP Handbook*.

- 4.2 The Nominating Committee shall seek faculty members representing the University's mission as a globally-engaged public university committed to enhancing global perspectives of all CSULB students. Preference is to be given to faculty members with experience in administration, fiscal affairs, shared governance, curriculum assessment, student services, and/or program evaluation. Previous service on ACIP, which qualifies one for senior leadership in the Council, is desired.
- 4.3 The Nominating Committee shall forward their nomination to the Academic Senate. The Academic Senate shall vote to recommend the nominee to the president of the University.
- 4.4 In the event that the ACIP representative resigns or is otherwise unable to complete the term of office the Executive Committee of the Academic Senate shall appoint a replacement consistent with the requirements of 4.2 to serve the remainder of the term.

5.0 OVERLAPPING TERMS

A new faculty representative shall be appointed before the end of the spring semester of the current representative's final year. This will allow the new faculty representative to become familiar with the duties before taking office.

EFFECTIVE: Immediately