

Departmental Policies and Procedures Gender & Women's Studies

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Preamble: The purpose of Gender and Women's Studies Department is to develop and coordinate an interdisciplinary curriculum; to encourage, support, and develop research in the field; and to design and sponsor programs which share and highlight our curriculum and research in a variety of venues, both on and off campus. As a field of study, Gender and Women's Studies is interdisciplinary: It employs methodologies from the humanities and social sciences; it synthesizes data from the natural, medical, and social sciences; it recursively trains feminist analysis of all these areas of inquiry, opening new avenues of research. In order to have a vibrant and rigorous GWS department, the policies and procedures must allow for a smooth integration of expertise from multiple disciplines. As a program, Gender and Women's Studies has thrived because of the research and service of a large group of affiliated faculty. The policies and procedures below assume a department that will continue to benefit from a large, diverse affiliated faculty. This Policies and Procedures document is composed in such a way that it both reflects this interdisciplinary necessity and complies with university governing and administrative regulations (GRs and ARs) and University Senate rules (USRs). All department policies and procedures are subordinate to those set forth in the Governing Regulations (GRs), the Administrative Regulations (ARs) and the University Senate Rules (USRs), including those enacted after the approval of these rules.

Administration of the Department

The Department of Gender and Women's Studies includes the following positions: Chair, Director of Undergraduate Studies (DUS), Director of Graduate Studies (DGS), TA Coordinator, and Department Manager. The roles and responsibilities of each departmental administrator are set forth below.

Department Chair

The Chair is selected by the Dean of the College, in accordance with university procedures. This involves consultation with the GWS faculty.

The Chair leads the department faculty in its development and execution of academic and service policies. The Chair (or the Chair's designee) prepares

an agenda, circulates it in advance, and presides at all department meetings.

The Chair, in consultation with the faculty, is responsible for recommendations on the appointment of new faculty, promotions, reappointments, terminal appointments, post-retirement appointments, the granting of tenure, and decisions not to reappoint.

The Chair, in concert with the Executive Committee, is responsible for the periodic evaluation of department members and staff by procedures and criteria established by the University, the College, and the Department faculty. See “Executive Committee” below for a description of the process.

The Chair is responsible for preparing the departmental budget with input from the Department Manager and/or the Integrated Business Unit (IBU). The Chair shall seek the advice of the Executive Committee prior to forwarding the budget to the Dean. Upon approval of the budget, the Chair is responsible for administering the budget in accordance with University procedures.

As general practice, the Chair shall seek the advice of members of the department, including from individuals and from Standing Committee Chairs and members in all matters related to their areas of responsibility. When considering an administrative decision that can reasonably be expected to substantially affect the working conditions of one or more members of the faculty, the Department Chair shall seek the advice of the appropriate departmental committees and/or the affected faculty member(s).

All substantial policies and decisions concerning programs and procedures, either academic or executive, shall be referred to the faculty by the Chair for their approval and ratification. However, when the matter demands an immediate response, the Chair is empowered to act without benefit of counsel. In such cases, the Chair must inform the faculty as soon as practicable. Staff employees shall be consulted, when appropriate, by the Chair, in the development of administrative policies and on decisions that directly affect staff employees.

The Chair shall communicate relevant information to the faculty, and also serve as the spokesperson of the Department. In the event that the Chair believes it necessary to depart from the opinion of the Department faculty, the Chair shall communicate the Department faculty’s opinion as well as the Chair’s recommendation, stating reasons for differing from the Department faculty’s opinion, and notify the Department faculty of such action.

Evaluation of the administrative performance of the Chair is the responsibility of the College. The Dean’s office will conduct an evaluation

at regular intervals. This evaluation will include participation by Department faculty.

Director of Undergraduate Studies (DUS)

The Director of Undergraduate Studies shall be recommended by a majority of the Executive Committee and appointed by the Chair. The DUS's primary responsibility is to focus on the academic and intellectual development of declared majors/minors, including promotion of the program and recruitment of majors/minors, and of the undergraduate curriculum. The DUS shall act as liaison between students and the Department, the College of Arts and Sciences, and any other unit of the University when appropriate. The DUS shall be responsible for preparing reports and requests for information concerning the undergraduate program from other units and agencies of the University, including regular assessment of the program. The DUS approves all transfer equivalencies and exceptions regarding the major requirements. The DUS is not responsible for the academic advising of departmental majors and minors; instead, she/he works with the department chair and the professional advisor, where appropriate, to match students with faculty advisors. The DUS, in partnership with the department chair and the undergraduate committee, will engage the department as a whole in curriculum and pedagogical revision and innovation. The DUS will work with the DGS and Chair to produce a schedule of course offerings. The term of office for the Director of Undergraduate Studies is two years, renewable.

Director of Graduate Studies (DGS)

The Director of Graduate Studies shall be recommended by a majority of the Executive Committee and appointed by the Dean of the Graduate School. The DGS shall be responsible both to the Department and the Dean of the Graduate School, and as such shall act as liaison between these two bodies. The DGS shall recruit new graduate students, oversee the certificate program, advise all incoming graduate students, act as their liaison with the Graduate School, and maintain proper and up-to-date records of all official correspondence between graduate students, the Department, and the Graduate School, including regular assessment of the programs. The DGS will work with the DUS and Chair to produce a schedule of course offerings. The term of office for the Director of Graduate Studies is two years, renewable.

TA Coordinator

The TA Coordinator, in concert with the DUS, is responsible for ensuring the quality of undergraduate instruction by training and supporting teaching assistants, including GWS doctoral students, certificate students, or other

graduate students hired to teach GWS courses. The term of office for the TA Coordinator is two years, renewable.

Department Manager

The Department Manager (staff position) is an academic administrator who provides direct support to the Chair, faculty, and students. She/he oversees support staff, resources and services, and is the primary source of administrative and management support within the department. The Department Manager also plays a key role in functions such as payroll, business operations, facilities management, events, scheduling, reception, and various other roles to keep the departments functioning.

Professional Advisor

The Professional Advisor, appointed by the College of Arts and Sciences to the Department, serves as the liaison with faculty advisers of all Undergraduate GWS majors and minors to insure that students have met all University requirements in a timely fashion in order to graduate. The Professional Advisor is ancillary to faculty advisers who are assigned by the DUS to advise students every semester. Currently, freshmen and sophomores are assigned an advisor in A&S while the DUS assigns GWS faculty to advise juniors and seniors.

The Faculty

Core faculty consists of tenure-line faculty or full-time lecturers with appointments of 50% or greater in GWS. Faculty membership in GWS with voting privileges is automatically awarded to tenure-line faculty with appointments of 25% or greater in GWS and full-time lecturers with appointments in GWS and to Affiliated Faculty who hold 25 percent of their DOE in GWS. [See Appendix A for a description of the process through which faculty become affiliated.]

Membership, without voting privileges, is extended to visiting faculty and to a graduate student representative. In specific cases, outlined below in the descriptions of standing committees, other Affiliated Faculty, particularly those teaching courses that will count toward the major, are granted temporary, specific voting privileges.

Decisions shall be conducted by blind ballot whenever plausible. A majority vote of those present will carry the motion.

The Department Manager will take minutes of each meeting and will distribute them electronically, typically within one week of the meeting.

At least one meeting of core faculty per month is required. All core faculty are expected to attend monthly meetings. All faculty members are invited to attend at least one meeting per academic year. Additional faculty meetings may be called by the Chair or at the written request of three or more faculty. Quorum is set at half of those eligible to vote. Voting by proxy is not allowed, with the exception that proxy votes are accepted for hiring decisions only.

Standing Departmental Committees

The Department Chair serves as a voting ex officio member of all Department committees.

There are four standing committees of the GWS faculty: (1) the Executive Committee, (2) the Graduate Studies Committee, chaired by the DGS; and (3) the Undergraduate Studies Committee, chaired by the DUS; (4) and the Program Committee.

All committee members serve a two-year term (first-year staggered). All committees shall meet at least once per semester. Committee chairs will take minutes of committee meetings and enter them into the department record.

Executive Committee

All tenured members of the core faculty are eligible to serve on the Executive Committee. The Committee shall be composed of 3 elected members, one of whom will be elected as Committee Chair by the committee members. All members of the committee are authorized to vote. The Chair (ex officio) also sits on the Committee.

The charges of the Executive Committee include:

Hiring Priorities. The Executive Committee shall prepare job descriptions for full-time positions before positions are advertised and present them to the faculty for a vote. The Executive Committee advises the Chair, who recommends to the Dean appointments of Ad Hoc Search Committees when it is necessary to review and recommend candidates to be interviewed.

Faculty Performance Evaluation. The Executive Committee conducts Faculty Merit Reviews (FMERs) and Progress and Reappointment Reviews of Probationary Faculty to evaluate the performance of non-tenured and tenured faculty. The Executive Committee reviews materials submitted by faculty, assigns a rating, and reports their recommendation to the Chair. If a GWS faculty member holds a joint appointment in one or more units in addition to GWS, the evaluation depends on the individual's total DOE

effort. For a faculty employee with a joint appointment, where the secondary assignment comprises no more than twenty percent (20%) of the individual's total DOE effort, the unit administrator of the department (GWS chair, with input from the Executive Committee) will evaluate the performance of the faculty employee, with input from the unit administrator of the secondary unit. If a faculty employee's secondary assignment comprises more than twenty percent of the individual's total DOE effort, the unit administrator (GWS Chair, with input from the Executive Committee) of the unit in which each assignment is performed will evaluate the faculty employee's performance.

Promotion and Tenure. All procedures conform to College and University regulations and to the Department's Tenure and Promotion Guidelines. Those 2008 Guidelines state that tenure and promotion "will be based on a continuing record of high-quality, effective and committed teaching and advising; substantive, creative and innovative scholarship; and effective service." A recommendation to promote and/or grant tenure shall originate with the department Chair. Upon instruction from the Chair, the Executive Committee shall notify all members of the GWS Department about upcoming promotions and tenure files, set a timetable for reading the files, and organize a meeting of the required faculty to discuss candidates. All tenured members of the GWS faculty will participate in the tenure process, although only full professors will deliberate on promotion to the rank of full professor. If a GWS faculty member holds a joint appointment in one or more units in addition to GWS, the evaluation will follow the university rules.

Undergraduate Committee

This committee serves as an advisory body to the Director of Undergraduate Studies. All recommendations issuing from this committee shall be forwarded to the Chair of the Department for presentation to the faculty as either discussion or action agenda items. Chaired by the Director of Undergraduate Studies, the Committee will also be constituted by elected GWS faculty members, and the Chair (ex officio). All members have voting privileges within the committee. Affiliated Faculty members may serve on this committee and are extended a Department vote in matters related to the Undergraduate curriculum.

Graduate Committee

This committee serves as an advisory body to the Director of Graduate Studies. The DGS consults the Committee on creating and monitoring policies about progress towards degree, consistent with the Graduate Student Handbook and the Graduate School. All recommendations issuing

from this committee shall be forwarded to the Chair of the Department for presentation to the Faculty as either discussion or action agenda items. Chaired by the Director of Graduate Studies, the Committee will be constituted by elected GWS Faculty members, and the Department Chair (ex-officio). All members have voting privileges within the committee. Affiliated Faculty members may serve on this committee and are extended a Department vote in matters related to the Graduate Curriculum.

Program Committee

This committee is charged with creating opportunities for interdisciplinary conversation and sparking interdisciplinary research and curriculum development through talks, colloquia, film series, and other programming. The Chair, after consulting with the Executive Committee, will appoint the chair of this committee. The Committee Chair, in turn, will invite other GWS Faculty to serve. Affiliated Faculty members may serve on this committee and are extended a Department vote in matters related to programs.

Students

Undergraduate Majors

These students are represented in the Department by the DUS. In addition to receiving guidance and advice from the DUS, GWS majors will be assigned a faculty advisor in the Department according to College rules. Students and advisor must meet once per semester.

Graduate Students

These students are represented in the department by the Director of Graduate Studies (DGS) and by a graduate student representative. Graduate students will elect a grad student representative. The interests and intellectual development of the graduate student are an important responsibility of the student's advisor. Before starting the graduate program students are designated a faculty advisor by the DGS. After the student's graduate committee is formed, the director of this committee will serve as the student's primary advisor. Graduate students are expected to participate actively in the general departmental community by attending GWS programs throughout the academic year.

Teaching Assistants (TAs)

Departmental teaching assistants are selected annually by the Graduate Studies Committee and are represented in the department by the TA Coordinator, the DGS, and their primary instructors (for lecture classes where the TA does not have independent teaching responsibility). In

addition to attending university-mandated orientations, new TAs also are expected to attend any sessions organized by TA Coordinator. In addition, TAs are expected to participate actively in the general departmental community by attending GWS programs throughout the academic year. For problems related to instruction and/or student behavior, TAs first should seek advice from their primary instructor or, if they are responsible for their own course, the TA Coordinator and/or DGS. Issues that cannot be resolved at this level should be forwarded to the Chair of the Department.

Research Assistants (RAs)

Research assistants report to the faculty member who supervises their research activities. RAs are selected by the faculty member who directs the grant funding the RA or who is otherwise designated a RA. If a problem arises that cannot be resolved between the RA and the faculty member, the matter should be forwarded to the Chair of the Department.

Procedures and Policies

Teaching & Service— The Department of GWS recognizes that, because of its interdisciplinary roots, GWS faculty may hold joint appointments in other departments and/or academic units. The chairs of the units involved must collaborate in the construction of the DOE of these faculty. The DOE accounts fairly for service and teaching/mentoring, including service on student committees, in departments in addition to GWS.

Affiliated Faculty Members: Because GWS sees significant service contributions from our Affiliated Faculty, work and service in GWS should be recognized and accounted for in the DOE.