

Internal Governance and Policy Document for the Center for the Study of Women in Society (CSWS)

Approved 11/4/14

This INTERNAL GOVERNANCE POLICY provides the formal codification of the process for the development and maintenance of internal governance policies for the Center for the Study of Women in Society (CSWS).

1. Appropriate and Equitable Faculty Governance Participation

The following areas constitute major areas of internal governance within CSWS, as mandated by the Collective Bargaining Agreement (CBA).

- 1.1. Internal Governance Policy – Internal Governance Policy within CSWS is developed by the CSWS faculty (as defined in section 4). Policies will be discussed at meetings set per section 2 (Meeting Protocol), where faculty will have opportunity to provide feedback on governance policy. Where appropriate, the director will call for formalized votes on internal governance policy decisions, such that the faculty perspectives will be represented accurately.
- 1.2. Merit Increase Policy – Policy regarding merit increases are drafted by the CSWS advisory board, with input from CSWS faculty, and put to a vote by the faculty.
- 1.3. NTTF Performance Review and Promotion Policy – Policy regarding non-tenured performance review and promotion is drafted by the advisory board, with input from CSWS faculty, and put to a vote by the faculty.
- 1.4. Professional Development Policy – Policy regarding professional development is drafted by the advisory board, with input from CSWS faculty, and put to a vote by the faculty.

The CSWS director will make all reasonable attempts to adhere to the policies in those areas served by those policies. In cases where policies conflict with federal, state, and university policy, those federal, state and university policies will have priority.

2. Meeting Protocol

CSWS director will provide a minimum of three days' notice to CSWS faculty via email regarding any meeting where governance topics are addressed as significant items on the meeting agenda. These meetings provide a forum where individual viewpoints can be put forth for consideration. As practicable, meetings will include opportunities for faculty to participate via telephone or other means of remote access. Faculty unable to attend may provide written input to the director prior to the meeting. Meetings may occur virtually via email, telephone, or video conference. The director may choose to call for formal votes during these meetings, as either a method to determine policy or to determine faculty preference on policy. In cases of a vote, a simple majority will lead to a passage of a motion.

Emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the CSWS director will make all reasonable accommodations

to ensure that faculty are represented in the meeting. Such emergency situations are intended to address short-term accommodations; these meetings will not be used to discuss or decide upon longer-term policy.

3. Appropriate Documentation of Decisions

Meeting minutes will be kept for each CSWS meeting that discusses or decides on issues pertaining to participatory governance. Meeting minutes will be distributed to all CSWS faculty members via email.

Written responses from a provost, vice president, or designee to CSWS to proposed unit policies will be delivered to the CSWS director. CSWS director or designee will circulate them to all faculty in a timely manner via email.

4. Membership

- 4.1. Faculty in CSWS include career NTTF employed in CSWS; the CSWS director and associate director; adjunct faculty and post docs that have been employed in CSWS for one year or more at a minimum of .3 FTE; TTF and NTTF members of the advisory board; and faculty who are principal investigators who have had at least one funded grant in CSWS during the past 12 months. Full faculty includes both faculty who are members of the bargaining unit and those who are not.
- 4.2. Faculty affiliates of CSWS include TTF and NTTF from other units who have intellectual interest the work of CSWS, co-investigators on CSWS grants who are not otherwise full members, CSWS courtesy appointments, and adjunct faculty and post docs who have been employed in CSWS for less than a year or less than .3 FTE.
- 4.3. Researchers interested in becoming faculty affiliates of CSWS should consult the center director. The CSWS director may consult with the advisory board before accepting researchers as faculty affiliates.
- 4.4. The director may revoke the membership of any member only after consulting with the advisory board.
- 4.5. Faculty have voting rights in CSWS; faculty affiliates do not.
- 4.6. Faculty of CSWS do not participate in policy development or voting while on leave or sabbatical.

5. Standing Committees

5.1. Advisory Board

- 5.1.1. The advisory board has authority to work with the CSWS director on behalf of all faculty in matters as defined in Section 1.
- 5.1.2. The advisory board will meet with the director as necessary—normally at least once per quarter—to provide the director with guidance on major decisions regarding budget, direction, and programming. The advisory board will make final decisions about Research Interest Group (RIG) Innovation Funding, Special Project Funding, and new Research Interest Group (RIG) approval. The advisory board will direct the process for nominating, electing, and appointing directors and associate directors. The advisory board, exclusive of the director, provides input into the VPRI's periodic evaluation of the director.

- 5.1.3. The advisory board is comprised of the CSWS director, associate director, and nine additional members determined as follows: at least one faculty member who is a RIG coordinator; a representative from the Women's and Gender Studies Department; a representative from the Ethnic Studies Department; a graduate student member (normally the current recipient of the Jane Grant Dissertation Fellowship); and six members appointed by the CSWS director.
- 5.1.4. Faculty advisory board members other than the director and associate director will serve three-year, staggered terms; graduate students will serve one-year terms.
- 5.1.5. Advisory board members will normally staff CSWS award committees as described below.

5.2. Other Standing Committee(s):

- 5.2.1. Research Interest Group (RIG) Coordinators' Committee (RCC): Convened by the CSWS director, this committee is comprised of all current RIG coordinators and RIG faculty advisors. As coordinators of active RIGs, these faculty and graduate students are already active participants in the everyday life of CSWS and stakeholders in its future. The RCC's role in CSWS governance will be as follows: (1) to meet in the fall to discuss the previous year's RIG reports and collaborate on plans for the coming year; (2) to meet in the winter to discuss budgetary issues for the next academic year; (3) to meet in the spring to talk about projects and ideas for the next academic year.
- 5.2.2. Travel Grant Award Committee: normally comprised of the graduate student member and two faculty members in their first year on the CSWS advisory board and chaired by the CSWS director. This committee meets once in the fall and once in the spring.
- 5.2.3. Graduate Student Award Committee: normally comprised of three faculty members in their second year on the CSWS advisory board. and chaired by the CSWS associate director.
- 5.2.4. Faculty Research Award Committee: normally comprised of three faculty members in their third year on the CSWS advisory board and chaired by the CSWS associate director.

6. Ad Hoc Committees

The CSWS director may form ad hoc committees to address issues where the advisory board or standing committees are not appropriately positioned to equitably address these situations. In such situations, the director will solicit input from all CSWS faculty and the formation of such committees will be discussed at the earliest available advisory board meeting.

7. Search Committees

For faculty to be hired to perform work on projects sponsored by an external entity, the director will work with the principal investigator (PI) to determine the appropriate search committee composition. The director will appoint the search committee. The PI may chair the search committee. The unit follows AAEO rules for hiring and the director is the appointing official.

8. CSWS Director and Associate Director Nomination Participation

- 8.1 Process for nominating director: In March (a full year before current director is preparing to step down): Director advertises position and solicits email nominations for new director from the Advisory Board. The nominating period will be no less than four weeks. Those who nominate must submit a brief letter of nomination to the Director. In April of that year, the Advisory Board will consider the nominations and make decisions about follow-ups. Finalists will then be asked to provide a letter of application outlining their qualifications and experience, a CV, and a letter of support. In May, finalists will be interviewed by the Advisory Board. In June, the Advisory Board will meet and make its recommendations. The recommendations will be forwarded to the Vice President for Research Innovation and Graduate Studies for approval. The appropriate dean will also be notified.
- 8.2 Process for nominating associate director: In the December the year before the associate director will begin work, the Director solicits nominations and self-nominations from the list of CSWS affiliated faculty. Nominations and self-nominations will be in the form of a short email message to the Director. The nomination period will be four weeks from the time of the announcement. After the deadline for nominations, nominees will be asked to provide a letter of application outlining their qualifications and experience, a CV, and one letter of support. Nominees will be interviewed by the Advisory Board before spring break. The Advisory Board will meet before the first week of April to make its recommendation to the Vice President for Research Innovation and Graduate Studies.

9. Faculty Administrative Roles in CSWS

- 9.1 Director: Legally and fiscally responsible for fulfilling the mission of CSWS; overall responsibility for programs, policies and administration, including personnel, development, programming, and campus and external relations; reports to the Vice-Provost for Research; the VP Research sets the term of the contract and evaluates the director with broad input from the Advisory Board, RIG Coordinating Committee, and others on campus; the director will serve a three-year term, renewable in three-year increments to be determined by the needs of the Center; convenes and facilitates the Advisory Board, works collaboratively with the Advisory Board to determine mission and goals and to set the research agenda; reports progress annually to the Advisory Board and facilitates periodic strategic planning sessions; responsible for formulating a budget and presenting it to the Advisory Board; maintains an active research agenda, which should be considered to be part of the center's research program and possibly supported by the center; responsible for outreach to new faculty members and graduate students; primary responsibility for development and external relations; plays a leadership role in the University community on issues concerning gender.
- 9.2 Associate Director: Helps set the Center's research agenda, administer the internal grant program, and provide for leadership development and diversity in the leadership structure; works collaboratively with the Director, Advisory Board and other staff to plan and coordinate research proposals and programs, including developing research initiatives and programs and outreach to campus faculty; administers the internal research grant program; assists the Director and Advisory Board in administering the Research Development Committee; is responsible for maintaining a transparent process for awarding grants.

10. Development of Key Collective Bargaining Agreement CSWS Policies

CSWS will use the following processes to develop CBA-mandated policies:

- 10.1. Vice President for Research & Innovation or designee will provide guiding principles regarding merit policies to the CSWS director.
- 10.2. Using these materials, the advisory board will draft the recommended policy.
- 10.3. The advisory board will solicit feedback from members on the draft. In cases where policies will affect CSWS employees who are not members, their feedback will be sought as well. The advisory board will make revisions.
- 10.4. The membership will vote on the proposed final policy. Formal records will be kept of the outcome of the vote and will be made available as per Section 3.
- 10.5. The CSWS director will submit recommended policy for review to the Vice President for Research & Innovation or designee, who will provide the faculty with a written explanation for and an opportunity to discuss any alterations (s)he makes before submission to provost or designee.
- 10.6. The Advisory board and all faculty acknowledge the urgency of policy development, and accept responsibility for meeting deadlines. In the event that a committee misses a deadline, the director maintains the ability to make unilateral decisions on affected subject matters until such time that the advisory board completes assigned tasks and affected deliverables are approved by the Vice President for Research & Innovation or designee.
The CSWS director, VP, Provost or designee may initiate changes to established policy by informing faculty of changes being considered, thereby initiating this process for policy development.
- 10.7. Time spent by funding contingent faculty members on service to the University, including shared and internal governance, must comply with the terms and conditions of their sponsored project and all federal and state laws and regulations.