

By-Laws for the Department of Women and Gender Studies

Rev. 17 August 2015

The policies and procedures described in this document are intended to be consistent with the policies of the University of Oregon, as posted by the Office of Academic Affairs, and of the College of Arts and Sciences, and with the various requirements of the Collective Bargaining Agreement between United Academics and the University of Oregon. It is understood that internal governance policy and any policies developed through internal governance, both within this unit and as specified in the CBA, are subject to the approval of the appropriate dean and the Provost or designee. As we move forward and develop future policies as required by the CBA, including merit, professional responsibilities, professional development, NTTF review and promotion, summer session, TTF review, tenure, and promotion, the core faculty will review, confer, and vote on all significant matters.

Governance Structure:

1. **Core Faculty:** include the Head, and tenured or tenure-track faculty members who have dedicated responsibilities and full voting rights within WGS. We do not currently have Career NTTFs, however if we do in the future, we will consider them Core Faculty (see below).
2. **Affiliated Faculty:** include other tenured or tenure-track faculty members who serve on WGS committees on a voluntary basis, teach courses in their own departments of particular relevance to students in WGS, and/or have research interests related to gender studies.
3. **Non-career, Non-Tenure Track Faculty:** include adjunct instructors, visiting instructors, and visiting professors. Non-career NTTF are not expected to participate in department governance or service beyond what is outlined in their contract.

Core Faculty

All tenure-related faculty members with part of their official university appointment (full or partial FTE) in WGS as well as Career NTTFs (should we ever have any) are Core faculty members. Career NTTFs may be limited with respect to participation in some personnel matters, such as hiring and Tenure and Promotion cases.

Core faculty members are expected to attend faculty meetings. They constitute voting members of the WGS faculty. Each core faculty member has an equal vote and voice in governance, regardless of the level of appointment. The core faculty members are the primary decision-making body for WGS. All core faculty members will make decisions regarding substantial curriculum changes, personnel, governance structure, and other major issues. They serve as members of personnel committees and provide input and recommendations to the WGS Head and the appropriate Dean regarding merit review, promotion, and tenure. WGS committees will primarily be comprised of members of the core faculty, with the occasional substitution of affiliated faculty when necessary and

appropriate. Core faculty who are on leave or sabbatical may choose to participate in some or all departmental activities and governance, as they wish. For faculty searches, tapes of the talks will be made available so that faculty on leave can make informed decisions.

Affiliated Faculty

Affiliated Faculty consists of all other (i.e., non-core) faculty who contribute to accomplishing the mission of the Women's and Gender Studies Department, including but not limited to advising graduate certificate students, serving on undergraduate honors or graduate thesis or dissertation committees, and teaching courses related to the themes of WGS.

Any UO faculty member can become Affiliated Faculty either by having a request to be Affiliating Faculty approved by the Core Faculty or by accepting an invitation from the Department Head that has been approved by the Core Faculty.

Affiliated Faculty members have no designated assignments within WGS. Part of our Department's success depends on the voluntary involvement of the large and diverse group of faculty whose scholarship touches on gender and feminist issues, who teach courses that fit with our curriculum, and who occasionally volunteer to serve on student advisory committees and program committees. In particular, Affiliated Faculty make it possible for WGS undergraduate and graduate certificate students to identify faculty whose interests match their own. Affiliated Faculty are expected to allow their names to be listed on the WGS web page and brochures and to belong to the WGS faculty listserv.

Department Head

The Head is appointed by the Dean of CAS. Heads should have experience serving on the Core Faculty and should be current Core Faculty or Affiliated Faculty members of WGS. Heads will serve no more than two consecutive three-year terms.

To assist the selection process, the Core Faculty will meet to identify and discuss the current and forthcoming issues in the department. At this meeting, the Core Faculty will appoint a convener, preferably a full professor (this person can be external to the department), to solicit nominations (including self-nominations) for the next Head. The convener will then confer with all the nominees to assess interest and will speak with each Core Faculty member individually. The convener will submit a factual report to the Core Faculty after the process has been completed. Once a candidate or more than one candidate is identified, each candidate will meet for a conversation with the Core Faculty. The Core Faculty will then meet to discuss the candidate(s) and vote, seeking a consensus-based recommendation to forward to the dean. In the event that there is more than one candidate and the Core Faculty do not reach consensus, then the department will convey the vote to the dean. In all cases, the final decision regarding Department Head is made by the dean, in consultation with the provost and president.

Department Head Responsibilities

- The Head shall be responsible for the administration of the Department and for implementing policies approved University.
- With broad policy guidance from the Core Faculty, the Head coordinates teaching and other assignments for faculty and provides encouragement and coordination for faculty teaching and research. The Head will consult with the Core Faculty on all substantive matters before committing to particular courses of action and will implement policies recommended by the Core Faculty in a manner consistent with UO policy.
- The Head has authority for all budget decisions for WGS, including both the general fund (instruction) budget and other funds such as summer session dividends, gifts and endowments, etc. The Head, in consultation with the Core Faculty, shall establish priorities for the purchase of equipment, supplies, contractual services, and space in accordance with relevant University and WGS policies and goals, and in decisions regarding appointments of contingent faculty.

The Head must designate an Acting Head if he/she will be unable to be available on campus for more than two weeks. If the Head will be unable to be available on campus for more than a month, the designation of an Acting Head must be voted on by the Core Faculty, subject to approval by the Dean of CAS. The Head may be removed from office, subject to approval by the Dean of CAS, by a petition signed by two-thirds of all Core Faculty members. Should a Head be removed from office or choose to step down for other reasons during a term, the Core Faculty shall designate an Acting Head, subject to approval of the Dean of CAS, within one month.

Subcommittees of the Core Faculty include the following committees:

Standing committees:

Faculty volunteer for committees on an annual basis; if no one volunteers, the department head will appoint people. The merit and equity review committee is an exception because the department votes for members of this committee.

1. Curriculum
2. Merit and equity review
3. Scholarships and awards
4. GTF selection
5. Summer session

Ad hoc:

1. Tenure and promotion review
2. Hiring and/or search committees

Standing Committees:

Curriculum Committee: In instances of substantial revision of the curriculum, the Core Faculty may opt to establish a committee consisting of the Head and all or relevant Core Faculty to develop proposals to be presented to the full Core Faculty for approval. Should we decide to add or delete something from our required courses (for example, add a 200-level class, the Core Faculty will meet to discuss the ramifications of such changes and then reach a decision. Decisions regarding review and revision of WGS academic standards and processes may begin with the Curriculum Committee but ultimately such decisions will be discussed and voted on by the entire faculty. Requirements for earning degrees and certificates will also be matters for the entire Core Faculty to discuss and decide.

Merit and Equity Review Committee: A merit/equity review committee will include the department head and two tenured faculty members. Core Faculty members will vote on the addition of the two tenured faculty members by paper ballot at a faculty meeting. The department head will collect and count the ballots at the meeting.

The committee shall review the CVs and self-assessments submitted by the faculty for that review period and evaluate the scoring and activity reports. The committee will meet to discuss and compare their assessments and make final recommendations for faculty members (see merit and equity review procedures).

Scholarship and awards committees: Scholarship and awards committees each consist of any two members of the Core Faculty. The committee reviews all submissions for that award and identifies the award recipient for the year.

Summer Session Instructors: The Head will solicit committee members in the fall term of each year to consider applications for summer term teaching. The committee will have the authority to review and select candidates from the applicant pool.

Graduate Teaching Fellows: The Head will solicit committee members in the winter term of each year to consider applications for GTF appointments in the subsequent academic year. The incoming 101 professor will serve on the committee as well. The committee will have the authority to review and select candidates from the applicant pool.

Ad hoc Committees:

3rd Year Pre-tenure, 6th Year Post-tenure, and Tenure and Promotion

Committees: Faculty review committees consist of three members chosen by the Head in consultation with the Core Faculty and subject to the dean's approval when necessary. Tenure and promotion committees include only faculty members of a rank higher than the candidate for promotion and/or tenure.

Hiring Committees: see below for hiring procedures

Policy for Searches and Hiring

Tenure-Track Faculty: The Core Faculty is an essential body in determining how best to fill open Core ***Tenure-Track Faculty*** lines. WGS Core Faculty should approve advertisements for tenure-related faculty positions and the recommendations to the dean regarding the composition of hiring committees (or that portion of the committee representing WGS, in the case of joint hires).

The hiring committee shall be appointed from the Core or Affiliated Faculty based on the main areas of interest approved for the search. The committee will work with the Office of Affirmative Action, advertise the position, review applications, conduct phone or Skype interviews as deemed necessary, and identify a long short list of candidates for review by the entire department.

In the course of a tenure-related faculty search, candidates must receive the support of at least $\frac{3}{4}$ of the Core Faculty to be acceptable for an on-campus interview.

The decision to extend an offer for a Core appointment takes place at the conclusion of a normal faculty search and on-campus interview process. Members of the WGS Core Faculty will deliberate the merits of the candidates' research and teaching and appropriateness to the interdisciplinary and scholarly mission of WGS. After an attempt at reaching consensus, the Core Faculty will vote on the acceptability of candidates and determine a ranked order of those candidates who are acceptable. To go forward, a candidate must receive support of at least $\frac{3}{4}$ of the Core Faculty.

NTTF: The Head, in consultation with the Core Faculty will appoint ***NTTF*** based on curricular needs. Should a search be required, the Head, in consultation with the Core Faculty, will draft a job advertisement, solicit applications, interview candidates by phone or Skype, and the department will vote at the end of the process.

WGS Meeting Protocol

Meetings are scheduled generally every other week, but at least once a month. Core faculty is required to participate. Additional meetings may be called, when needed, and meetings may be cancelled and business done via email, when appropriate. The Head will record minutes or another appointed person (office personnel or another faculty member). Meeting attendees will be recorded in the minutes. The department head or a designated will document decisions made by department committees and at department meetings individual and appropriately archived. Access to these decisions will be readily available to all faculty members.

Agendas will be distributed in advance of the meeting. New items will be added and faculty will decide when to take the new matter up. If new items are raised in the course of faculty discussion, the item will be identified as new and the faculty will vote on whether to discuss the matter immediately or at another time.

When items require a decision, the Head shall ask whether after discussion we are ready to make a decision. If the faculty votes to postpone the decision, they shall decide on a timeline and process for the decision.

Meetings of the WGS Core Faculty and meetings of the WGS committees are run on a consensus model. The Head or committee chair will facilitate meetings with the aim of building consensus to arrive at a decision. When consensus is not possible, we will vote and majority will rule (with the exception of faculty hires, which require a $\frac{3}{4}$ majority, as stated above). Faculty may submit absentee ballots on issues where a vote is essential, such as in hiring. Votes may be submitted to the chair or the departmental administrator via email.

Career Non-Tenure Track Faculty

a. Note: this paragraph is reproduced verbatim from the section “Provost and Academic Affairs Guiding Principles” in the document “CBA Governance Implementation Guide”

b. Career NTTF in the Department are responsible for working with the TTF to develop guidelines for performance and promotion reviews, workload, and merit salary increase guidelines for the Career NTTF ranks, and for adjunct NTTF as necessary, and will participate in the evaluation process as appropriate by rank. In exceptional circumstances, an alternative voting process may be proposed to the Provost or designee. Voting on promotion is restricted to those in the same rank to be attained or higher. NTTF will also participate in establishing, reviewing, and revising departmental curricula in accordance with the curriculum systems of the Colleges and Schools of the University, if this is part of their professional responsibilities.

c. 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.

7. Amendments to this Governance Document

a. This Governance Document may be amended at a Department meeting by a vote of a majority of those eligible to vote. Proposed amendments should be circulated in writing at least one week ahead of the Department meeting at which the vote is taken.